



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
Postal Address : Private Bag X0032, Bhisho. 5605. REPUBLIC OF SOUTH AFRICA
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The Eastern Cape Department of Education has the Following Interesting Vacancies available.

Circular Number of February 2018

- 1) This circular is issued in terms of recruitment measures contained in the Public Service Regulations 2001, regulations 2001, regulation V11 C.2 and in this regard, it is important to note that the Public Service is an **Equal Opportunity, Affirmative Action Employer**.
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

Directions to Candidates

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular, post numbers and school where the vacancy is. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application has been unsuccessful.
- 4) **Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office-Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605 and to the relevant District Director for positions in Districts.** A list with addresses of District Offices is attached.
- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

Mrs NT Sipahlanga 040-6084064
Mr. TK Dimbaza 040-6084548.

NOTE!!! No **faxed** or **late** applications will be considered.

Closing date: 28 February 2018

- General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy.
- Salary Scale CES: All Inclusive package of R812 724 – R1 259 022pa. (Salary level 12)
- Salary Scale DCES: R693 147 – R1 186 074 pa. (Salary level 10)
- Salary Scale SES: R367 773– R836 139 pa. (Salary level 9)

POST : **CHIEF EDUCATION THERAPIST(OCCUPATIONAL) GRADE 1-LSPID**
DESCRIPTION : **Resource Targeting and Systems Planning-EMIS**
SALARY SCALE : **R414 069 – R459 558**
SALARY NOTCH : **R414 069**
CENTRE : **Head Office – Zwelitsha (1 POST) (REF EDU393)**

REQUIREMENTS : Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. They should be registered with the South African Council of Educators(SACE) have knowledge in understanding of education Legislation and Policies. The incumbent must be able to promote Inclusive Education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the district based supporting with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skill.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to the provided will include: assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training care givers on learning programmes for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed,

POST : **SENIOR EDUCATION PSYCHOLOGIST**
DESCRIPTION : **Psychosocial Support Unit-Inclusive Education**
SALARY SCALE : **R919 467.00 – R1 020 462**
SALARY NOTCH : **R919 467**
CENTRE : **Head Office – Zwelitsha (1 POST) (REF EDU 394)**

REQUIREMENTS : An appropriate Master's degree in Educational psychology allowing registration as a psychologist with the HPCSA. A minimum of 3 years' appropriate experience following registration with the HPCSA. Experience working within the field of education (Head office, District or Special School levels) will be an advantage. A qualification in Education and registration as with SACE as an Educator will be an advantage. A valid driver's license.

DUTIES : Strategic planning and policy Deployment, particularly regard to inclusive education practices at public ordinary, full service and special schools. Policy Development within the field of Educational Psychology. Promulgation of inclusive education policies at senior management level across all pillars of the educational system. Fostering of ethical and professional relationships with stakeholders within the department (e.g. curriculum and IDSM & G sections as well as Integrated School Health Programmes) as well as non- governmental organizations. Data Analysis and statistical techniques applications to prompt quick and decisive action. Action plan development for various projects regarding psychological therapy and related services in education throughout the province. Development, updating and monitoring of relevant data-bases systems within the department. Monitoring and enforcement of policies across school sectors (public ordinary, full-service and special schools). Co-ordinate psychological services across districts and circuits within the province. Quantitative and qualitative monitoring of psychological services provided at public ordinary, full service and special schools, including outreach initiatives by special school psychologists. Reporting on all psychological services offered within the Department of Education across the province. Provide recommendations for support packages for learners with barriers to learning within the domain of psychological services. Oversee placements by Education District Personnel to special schools. Co-ordinate professional development programmes for psychologists based in education districts, circuits, full-service and special Schools. Capacitate and support Districts Based Support Teams, Circuit Based Support Teams and School Based Support Teams. Manage learner crisis matters referred by districts for management and diagnostic interventions. Facilitate the Provincial Special School Placement Committee Meetings. Facilitate the Concession Committee Meetings. Manage and coordinate therapeutic services at Head Office. Conduct appropriate research to support all of the above functions. The position will require extensive travel throughout the province.

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(FET)**

REQUIREMENTS : Major in the Subject/Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.
Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education(OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

Centre:

Senior Education Specialist (SES)	FET Phase	Reference
Mathematics and Mathematical Literacy (2)	Grahamstown	EDU 395
	Qumbu	EDU 396
BCM (Accounting, Business Studies & Economics) (1)	Lady Frere	EDU 397
Life Orientation (1)	Port Elizabeth	EDU 398

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(GET)**

REQUIREMENTS : Major in the Subject/Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.
Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education(OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the GET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

Senior Education Specialist(SES) Posts for Intersen		
Natural Science(Intersen) (3)	Mt Frere	EDU 399
	Sterkspruit	EDU 400
Senior Education Specialist (SES) Posts for Foundation Phase		
Grade R (5)	Port Elizabeth	EDU 401
	Sterkspruit	EDU 402
	Graaf Reinet	EDU 403

Annexure A

Addresses of District Offices:

<p>East London: Mr EG Klaasen Tel: 043-70862/7600542 Address: P/B X 9007 E.L.</p>	<p>FortBeaufort Ms P Futshane Tel: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T</p>	<p>King Willam's Town Mr EG Klaasen Tel: 043- 6043218/6043221/2 Fax: 043- 6425896 Address: P/B X 0055 K.W.T</p>
<p>Ngcobo Mr AT Fetsha Tel: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050</p>	<p>Qumbu Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180</p>	<p>Mthatha Ms LN Dyodo Tel: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100</p>
<p>Libode Mr V Joseph Tel: 047-5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160</p>	<p>Dutywa Mr T Mxotwa Tel: 047- 4892247/4895044 Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000</p>	<p>Butterworth Mr T Mxotwa Tel: 047- 4911070/4910646 Fax: 047-4910655 Address: P/B X 3019 Butterworth</p>
<p>Cofimvaba Mr AT Fetsha Tel: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba</p>	<p>Cradock Mr. HN Godlo Tel: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880</p>	<p>Sterkspruit Mr N Magadu Tel: 051- 6111380/6110064 Fax: 051 – 6110043/6342009 Address: P/B X 5026 Sterkspruit 9762</p>
<p>Queenstown Mr H.N. Godlo Tel: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320</p>	<p>Lady Frere Mr. HN Godlo Tel: 047 -8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410</p>	<p>Mbizana Mr A Mpupu Tel: 039 – 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800</p>
<p>MountFletcher Mr N Magadu Tel: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 MountFletcher</p>	<p>Maluti Mr L.E. Mtatyana Tel: 039 – 2560111/2560594 Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730</p>	<p>Lusikisiki Mr V Joseph Tel: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820</p>
<p>Graaff Reinet Mr N.R.W. De Bruyn Tel: 049- 8072202 Fax: 049 - 8925281 Address: P/B X 726 Graaff-Reinet 6280</p>	<p>MountFrere Mr. L Mtatyana Te l: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 MountFrere 5090</p>	<p>Grahamstown Mr De Bruyn Tel: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140</p>
<p>Uitenhage Mr Gorgonzola Tel: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200</p>	<p>Port Elizabeth Mr Gorgonzola Tel: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056</p>	