



## **VACANT POSITIONS FOR EASTERN CAPE DEPARTMENT OF EDUCATION**

### **DEPARTMENTAL ADVERT 04 of 2023/24**

Placement date: 24 November 2023

Closing Date: 08 December 2023

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender, and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and learner disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications. In addition, these vacancies give preference to former special school learners and applicants with disabilities, learner disability and learners from school of skills provided they meet the minimum requirements and are able to perform all the duties required.

**APPLICATIONS:** Hand in your application, stating the relevant reference number as indicated below; Applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least two contactable referees]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only of which it will be required to submit certified copies of qualifications, ID, and driver's license. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo pre-employment screening. New applicants who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. All appointed candidates who are required to work shifts will sign a contract working shifts as per the approved norms and standards of the department.

**PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.**



**POSTS**

**HR CLERKS (2 posts)**

**REF NO: HRC74/11/2023**

**DIRECTORATE: HRA Conditions of Service**

**Salary Notch: R202 233 per annum (Salary level 5)**

**CENTRE: Provincial Office – Zwelitsha**

**REQUIREMENTS:** Grade 12 with no experience. Must be computer literate. Experience in data capturing. Knowledge and understanding of records management and archives policies, procedures, and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy, and attention to detail.

**DUTIES:** Facilitation and capturing of documents. Dealing with resignations, terminations, and retirement files. Safe keeping of documents and correspondence. Monitoring and support visit to districts. Identification of problem cases and escalation to relevant officials; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records

Enquiries: Ms. Pendrigh (040 608-4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

Applications should be submitted to Provincial Office, Steve Vukile Tshwete Building, Zone 6, Zwelitsha

**ADMINISTRATIVE CLERK**

**Salary Notch: R202 233 per annum (Salary level 5)**

Applications must be submitted to the relevant school.

**REQUIREMENTS AND KEY COMPETENCIES:** Grade 12 or equivalent NQF level 4 qualification. Computer literacy (MS Word, Excel, PowerPoint). Relevant experience will be advantageous, especially within the school environment. Working knowledge and understanding of the legislative framework governing the Public Service. Good verbal and written communication skills. Good customer care skills and interpersonal relations. Understanding of the principles of sound document management

**DUTIES:** Support the implementation of Human Resource Administration practices at school level. Render Financial Management support at school level. Capturing learner and educator data on SASAMS. Control office resources and asset management in the school Perform general administration and support services including typing, reception and answering of telephones. Perform procurement of goods and services for the school. Take minutes of meetings when required. Deal with the collection, duplication, distribution and filing of information and correspondence. Assist in the planning and arranging of meetings, catering for meetings and workshops; and traveling. Assist school with general administrative duties.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Kwanobuhle SSS	Phalo Street, N.U. 2, Motherwell, 6211	V Mdluli 082 2599919	NMB	1	AC75/11/2023
Ndabankulu SSS	Cegcuana A/A, Ndabakazi, 4962	V Tongo 047 4909672	AE	1	AC76/11/2023
TOTAL				1	

**DRIVER/HANDYMAN (shift working system applicable)**

**Salary Notch: R147 03 per annum (Salary level 3)**

Applications must be submitted to the relevant school.

**REQUIREMENTS:** Please note that the specific responsibilities and duties will be based on the employer's needs and the nature of the organization. A grade 10 or school leaving certificate and letter from principal. A valid driver's license (Code 8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Willingness to work with learners. An understanding of Public Service principles. Proof of being part of PEYI will be an advantage.

**DUTIES:** Safely transport learners, goods, or materials to designated locations following traffic rules and regulations. Adhere to safety policies of ECDOE while performing driving duties. Respond promptly and appropriately to emergencies or accidents, ensuring the safety of passengers and the vehicle. Maintain a clean and well-maintained vehicle, conducting regular inspections and addressing any maintenance or repair needs. Plan efficient routes to optimize time and fuel consumption while ensuring timely arrivals. Maintain and complete logbook daily before and



after each trip. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles Keep petrol slips after each trip and sign. Submit Logbook and petrol slips to the SMT at the end of each month. Assist passengers, including individuals with special needs, in embarking and disembarking the vehicle. Assist with loading and unloading of goods or equipment as needed. Perform general maintenance and repair tasks across the facility, including plumbing, electrical, and carpentry work. Inspect, troubleshoot, and repair faulty equipment, fixtures, and appliances. Ensure the safe and proper operation of various systems, such as HVAC, lighting, and security. Perform routine maintenance tasks, such as painting, cleaning, and minor renovations. Collaborate with other staff members to coordinate maintenance activities without disrupting daily operations. Maintain accurate records of maintenance tasks, repairs, and performed work

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REF NUMBER
Greenwood Primary School	Park Drive, Port Elizabeth Central <b>Re-advertisement</b>	J Barnardo 0414561267	NMB	1	DR77/11/2023
Total number of posts				01	

**SIGNED ON 23 NOVEMBER 2023**

**MR Q LUTHULI**  
**CHIEF DIRECTOR: HRM&D**

**MANAGEMENT PLAN**

NO	ACTION	RESPONSIBILITY	DATE
1	Release date of Departmental advert	HRA- Provincial Office	24 November 2023
2	Closing date of advert	District HRA&P	08 December 2023
3	Create masterlist and submit to District office	Circuit Manager/Principals	11 December 2023
4	Workshop SGBs with District HR at schools on advertised posts and recruitment processes and procedures	Circuit managers with the assistance from District HRA&P to ensure compliance of documentation	13 December 2023
5	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	14 December 2023
6	Final date for submitting of recommendations to the District Office	SGB's	24 January 2024
7	Final date for completing pre-screening process and submitting SAPS fingerprints	District HRA&P	26 January 2024
8	Final date of submitting recommendation to appointing Authority	Deputy Directors HRA&P To submit as per delegation	30 January 2024
9	Final date of approval of appointment by Appointing Authority	D: HRA (HO)	31 January 2024
10	Final date of issuing letters of appointment	HRA DISTRICTS	31 January 2024
11	Successful candidate assumes duties	Appointees	01 February 2024