

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

**APPLICATIONS** : <https://systems.fshealth.gov.za/e-Recruitment/Login>

**CLOSING DATE** : 04 June 2026

**NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE/DPSA Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. Note: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

**OTHER POSTS**

**POST 16/151** : **DEPUTY DIRECTOR REF NO: PS4/2026/01**  
Free State Department of Education Early Childhood Administration and Reporting System (eCares) Manager

**SALARY** : R932 292 - R1 098 195 annum (Level 11)

**CENTRE** : EMIS Sub-Directorate: Bloemfontein (supporting ECD)

**REQUIREMENTS** : Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.

**DUTIES** : The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers;

Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares and EMIS Masterlists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

**ENQUIRIES** : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

**POST 16/152** : **DEPUTY DIRECTOR REF NO: PS4/2026/02**  
Free State Department of Education Early Childhood Operations Manager

**SALARY** : R932 292 – R1 098 195 per annum (Level 11)  
**CENTRE** : ECD Directorate: Bloemfontein  
**REQUIREMENTS** : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.

**DUTIES** : The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.

**ENQUIRIES** : Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 3917271

**POST 16/153** : **ASSISTANT DIRECTOR REF NO: PS4/2026/03**  
Free State Department of Education Early Childhood Development Data Quality Assurance officer

**SALARY** : R605 742 - R713 535 per annum (Level 10)  
**CENTRE** : EMIS Sub-Directorate: Bloemfontein (supporting ECD)  
**REQUIREMENTS** : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.

**DUTIES** : The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood

Administration and Reporting System -eCares. Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

**ENQUIRIES** : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

**POST 16/154** : **SENIOR ADMINISTRATIVE OFFICER REF NO: PS4/2026/05 (X2 POSTS)**  
Senior ECD Data/Administration Support Officer

**SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501 per annum (Level 08)  
: EMIS Sub-Directorate: Bloemfontein  
: Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

**DUTIES** : The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include: Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

**ENQUIRIES** : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

**POST 16/155** : **SOCIAL SERVICES PROFESSIONAL REF NO: PS4/2026/04 (X6 POSTS)**  
Social Worker

**SALARY** : Grade 1: R338 208 per annum, (OSD). Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration.

- CENTRE** : Head Office (Bloemfontein)  
ECD Directorate: Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of an appropriate Certificate or Bachelor's degree in Social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
- DUTIES** : The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/ or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
- ENQUIRIES** : Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 391 7271