

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATION** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- CLOSING DATE** : 19 June 2026. No Late Applications Will Be Accepted
- NOTE** : Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

- POST 18/109** : **CHIEF QUANTITY SURVEYOR (GRADE A - C) REF NO: DOE01/06/2026 (1 POST)**
Unit: Physical Resource Planning
- SALARY** : R1 143 468 - R1 300 944,per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE** : Provincial Office - Zwelitsha

<u>REQUIREMENTS</u>	:	University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Competences: Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.
<u>DUTIES</u>	:	Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr S Sivuka Tel No: 040 608 4246 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST18/110</u>	:	<u>CHIEF ARCHITECT REF NO: DOE02/06/2026 (2 POSTS)</u> Unit: Physical Resource Planning
<u>SALARY</u>	:	R1 143 468 - R1 300 944,per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office – Zwelitsha B degree in Architecture or relevant qualification. Six years post Qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP as a professional Architect. Competencies: Willing to adapt to working schedule in accordance with office requirements. Knowledge: Architectural design and analysis knowledge Architectural principles. Project Management Computer-aided engineering applications, Research and development Public Finance Management Act, Occupational Health and

		<p>Safety Act, Supply Chain Management, Contract Management, Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery; Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging.</p>
<u>DUTIES</u>	:	<p>Coordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development Keep up with new technologies and procedures. Research on architecture to improve expertise Liaise with relevant bodies/councils on architectural-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery.</p>
<u>ENQUIRES</u>	:	<p>Mr. S Sivuka Tel No: (040) 608 4246 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za/ anele.rululu@ecdoe.gov.za</p>
<u>POST 18/111</u>	:	<p><u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: DOE03/06/2026 (1 POST)</u> Unit: Infrastructure Delivery Management (Dora Funded)</p>
<u>SALARY</u>	:	<p>R1 143 468 - R1 300 944.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Provincial Office – Zwelitsha University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.</p>
<u>DUTIES</u>	:	<p>Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.</p>

Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRES

: Mr. S Sivuka Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

<u>POST 18/112</u>	:	<u>CHIEF ENGINEER ELECTRICAL REF NO: DOE04/06/2026</u> Unit: Infrastructure Delivery
<u>SALARY</u>	:	R1 317 108 - R1 504 797.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office – Zwelitsha A Degree (NQF 7) in Electrical Engineering. A minimum of six years post qualification experience as a registered Professional Engineer/Technologist. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer/Technologist Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.
<u>DUTIES</u>	:	Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant education institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives
<u>ENQUIRES</u>	:	Mr. S Sivuka Tel No: (040) 608 4246

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POST 18/113 : **ELECTRICAL ENGINEER – PRODUCTION (GRADE A) REF NO: DOE05/06/2026**
Unit: Infrastructure Delivery

SALARY : R914 517 - R1 376 199.per annum. All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Provincial Office – Zwelitsha
: A Degree (NQF 7) in Electrical Engineering. Registered as Professional Engineer/Technologist with ECSA. Minimum of 3 years' experience in the field. Valid driver's license (except for people with disability). Competencies: People 101 Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines

DUTIES : Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent(s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from an electrical engineering perspective. Provide engineering inputs to maintenance projects from an electrical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department includes interaction with relevant professional development boards/councils. schooling system

ENQUIRES : Mr. S Sivuka Tel No: (040) 608 4246
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POST 18/114 : **CHIEF CIVIL / STRUCTURAL ENGINEER REF NO: DOE06/06/2026**
Unit: Infrastructure Delivery

SALARY : R1 317 108 – R1 504 797 per annum. (All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Provincial Office – Zwelitsha
: A Degree (NQF 7) in Civil Engineering or Structural Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer/Technologist. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer/Technologist. Knowledge: Knowledge in monitor and study the education sector, legal

		frameworks, standards changes and policy frameworks. Engage in relevant continuous professional Tools and techniques development activities [tools and techniques]as prescribed and or required. Skills: Problem, customer focus and responsiveness, Communication skills, computer conflict management skills Planning and organizing solving, negotiation skills.
<u>DUTIES</u>	:	Portfolio Management: Update B5 project list and ECE (annually). Undertake post project evaluations ascertain performance of PSPs and Contractors. Contribute to the development of the road Asset Management Policy, strategy and Plan (updated annually). Contribute to the infrastructure End Of the year Evaluation Report. Programme and Project Management: Prepare tender documentation. Prepare technical tender evaluation report. Manage contracts. Undertake site visits. Assess invoice and claims for accuracy. Prepare site assessment reports Risk Management: Identify risks during project construction stage. Describe and assess all risks in terms of event, cause and possible outcomes. Determine actions to mitigate risks with clear responsibility and timeline frames. Prepar3e the risks register with the mitigation on project and contact levels. People Management: Maintain discipline. Manage performance and development of employees. Establish and maintain effective and efficient communication arrangement. Plan and allocate work. Develop and implement processes to promote control of work. Manage. and develop people (consultants and staff). Knowledge Management; Study professional journals and publications to stay abreast of new development. Mentor and study the education sector, legal frameworks standards changes and policy frameworks. Engage in relevant continuous professional development activates [tools and techniques]as prescribed and /or required. Interact with ECSA and SAICE.
<u>ENQUIRES</u>	:	Mr. S Sivuka Tel No: (040) 608 4246 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 18/115</u>	:	<u>MECHANICAL ENGINEER/PROJECT MANAGER (REF NO: DOE07/06/2026 (1 POST))</u> Directorate: Infrastructure Delivery Management (Dora Funded)
<u>SALARY</u>	:	R914 517 – R1 376 199.per annum (All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office – Zwelitsha A Degree (NQF 7) in Mechanical Engineering; Registered as a Professional Engineer/Technologist with ECSA or Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP); Valid driver's licence; Computer literacy. Competencies: Construction Industry Development Board Act of 2000 and Regulations; PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System; Provincial/Departmental Supply Chain Management Policies; Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; Expanded Public Works Programme; Broad Based Black Empowerment Act of 2003; Preferential Procurement Act of 2000 and Regulations; Architectural Profession Act of 2000; Engineering Profession Act of 2000; Quantity Surveying Profession Act of 2000; National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act and Regulations of 1993; Project and Construction Management Professions Act of 2000; South African Schools Act of 1996, Regulations and Guidelines; National Environmental Management Act of 1998.; Relevant Provincial Land Administration Legislation; ISO standards; All different types and forms of construction contracts.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage

the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA) Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRES** : Mr. S.Sivuka Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 18/116** : **EDUCATION PSYCHOLOGIST: ESSS (GRADE 1) REF NO: DOE08/06/2026**
Directorate: Education Social Support Services
- SALARY CENTRE** : R907 617 - R995 595 per annum (OSD)
: Alfred Nzo West

REQUIREMENTS : An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support (SIAS) and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of the Education Sector will be added advantage.

DUTIES : Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialized psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES : Mr. Putter (Tel: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 18/117 : **EDUCATION PSYCHOLOGIST (GRADE 1)**

SALARY CENTRE : R907 617 - R995 592 per annum (OSD)
: Ref No: DOE09/06/2026 (Alfred Nzo West – Mt Ayliff CMC)
: Ref No: DOE09/06/2026 (Chris Hani East – Cofimvaba CMC)
: Ref No: DOE09/06/2026 (Buffalo City Municipality – Qonce CMC)
: Ref No: DOE09/06/2026 (Amathole East – Dutywa CMC)
: Ref No: DOE09/06/2026 (Sarah Baartman – Humansdorp CMC)
: Ref No: DOE09/06/2026 (OR Tambo Coastal – Lusikisiki CMC)

REQUIREMENTS : A recognised Master's Degree in Educational Psychology or relevant; registration with the Health Professions Council of South Africa (HPCSA) as an Independent Psychologist; and relevant experience, knowledge, and skills in education and psychological services. A minimum of one year of experience or relevant clinical experience as a Psychologist. Applicants must have a sound understanding of education and psychology legislation and policies, including the Public Service Act, Public Finance Management Act (PFMA), Performance Management and Development System (PMDS), Children's Act, White Paper 6, the Policy on Screening, Identification, Assessment and Support (SIAS), and the South African Schools Act (SASA), particularly Section 12. Strong communication skills (both written and verbal) and excellent command of the

<u>DUTIES</u>	:	English language are essential. Skills: Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes for the SBST; Report writing; Analysis of data and trends; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
	:	The District Educational Psychologist will be strategically deployed to provide targeted interventions and support at a cluster of special schools for two days per week. The other three days will be allocated to district-wide educational psychology functions, ensuring comprehensive support across the district. The Educational Psychologists will serve as a member of the District-based Support Team (DBST), providing psychological services within the District Circuit Management Centre (CMC) and/or school context. Duties include supporting the implementation of the SIAS policy by identifying and assisting learners experiencing barriers to learning and development. Services must align with the Scope of the Profession of Psychologists as outlined by the HPCSA (2008). The incumbent will be responsible for delivering a range of psychological and therapeutic interventions, such as psychotherapy, counselling, trauma debriefing, and making appropriate referrals to specialists. Furthermore, the psychologist will design and implement educationally responsive programmes to address learner diversity, including parental and educator guidance, targeted interventions to address barriers to learning, and recommendations for assessment accommodations. The role also includes maintaining annual HPCSA registration, complying with Continuing Professional Development (CPD) requirements, and conducting psychological research and interventions in accordance with applicable legislation such as the Health Professions Act, Mental Health Act, and Children's Act, as well as the ethical guidelines set by the HPCSA and the Professional Board for Psychology. Driver's licence is required.
<u>ENQUIRIES</u>	:	Mr. Putter (Tel: 040 608 4200) For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 18/118</u>	:	<u>EDUCATION PSYCHOLOGIST: ESSS (GRADE 1)</u>
<u>SALARY CENTRE</u>	:	R907 617 - R995 592. per annum (OSD)
	:	Ref No: DOE15/06/2025 (Northern Light Special School)
	:	Ref No: DOE16/06/2025 (Khayaletu Special School)
	:	Ref No: DOE17/06/2025 (ST Patricks Special School)
	:	Ref No: DOE18/06/2025 (Khanyisa Cala Special School)
	:	Ref No: DOE19/06/2025 (King Ndlovuyezwe Ndamase Special School)
	:	Ref No: DOE20/06/2025 (MT Fletcher Special School)
<u>REQUIREMENTS</u>	:	An appropriate, recognized master's degree in educational psychology or relevant and current Registration with the HPCSA as a Registered Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of the Education Sector will be added advantage.
<u>DUTIES</u>	:	Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Perform outreach service twice a day to the neighboring schools. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that

address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior or District Education Psychologist. Provide specialized psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Conduct all relevant administrative activities relating to the core mandate of this position. Attend school and district management meetings and inter-departmental meetings. QMS, Database administration, leave administration, Attending to emails, Budget of the school (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES : Mr. L Putter (Tel: 040 608 4200). For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 18/119 : **EDUCATION THERAPIST SPECIALISTS (SPEECH AND LANGUAGE) - GRADE 1 REF NO: DOE21/06/2026**
Directorate: Education Social Support Services

SALARY : R664 410 – R735 930.per annum (OSD)
CENTRE : OR Tambo Inland
REQUIREMENTS : Bachelor's Degree in Speech-Language Therapy that allows for registration with the Health Professional Council of South Africa (HPCSA). Current registration as a Speech-Language Therapist with the HPCSA is required, and proof of this registration must be provided. Applicants should have at least 5 years of relevant experience as a Speech-Language Therapist following their community service. Experience as an Education Therapist will be considered an added advantage. A valid driver's license is required. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

DUTIES : To provide therapeutic and educational services to Public Ordinary and Public Special Schools within the Education District. Implement therapeutic capacity-building programmes for early identification of interventions relating to barriers to learning. Train educators, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum.; Conduct assessments; provide short term curriculum interventions to learners experiencing barriers to learning. Provide specialized therapeutic support to strengthen District and School-based Support Teams (DBSTs/SBSTs). Collaborate as multi-disciplinary teams with DBST to support learners experiencing therapeutic barriers to learning. Provide therapeutic support advisory services to SBST. Provide direct therapeutic support services to learners when necessary. Monitor support programmes for learners with high level needs referred and not yet placed in Special Schools or High-Level Support Programmes. Conduct discipline specific research (Speech and Language) and gather information to identify trends and address these needs within the district. Participate in inter- and intra-sectoral networks and collaborations. Collaborate on therapeutic support matters with multi-disciplinary teams at the Special Schools / Resource Centres and Full-Service Schools / Inclusive Schools to include learners who experience curriculum barriers to learning. Provide/manage professional supervision of the therapists in Public Special Schools within the District. Monitor and support the process of assessment, reporting, referrals and placement of learners according to levels of need. Monitor and support the implementation of administration- and record-keeping processes. Ensure the compliance of Therapists in the special

schools to the Health Professions Council of South Africa (HPCSA) Continuous Professional Development (CPD) policy. Report on the implementation of therapeutic support intervention programmes for early identification of barriers to learning, therapeutic participation in and contributions to inter- and intra-sectoral networks, therapeutic interventions. Monitor and manage assistive devices

- ENQUIRIES** : Mr. Putter (Tell: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 18/120** : **EDUCATION THERAPIST (SPEECH AND LANGUAGE): SCHOOL BASED (GRADE 1)**
- SALARY CENTRE** : R413 121 – R472 359 per annum (OSD)
: Ref No: DOE22/06/2026 (Lingomsolethu Special School)
: Ref No: DOE23/06/2026 (Khanyisa Cala)
: Ref No: DOE24/06/2026 (Antos Special School)
- REQUIREMENTS** : Degree in Speech-Language Therapy: A recognized Bachelor's degree in Speech-Language Pathology/Therapy from an accredited institution. HPCSA Registration: Current and valid registration as a Speech-Language Therapist with the Health Professions Council of South Africa (HPCSA) is mandatory. One Year of Relevant Experience: A minimum of one year of experience or relevant clinical experience as a Speech-Language Therapist. Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs. Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs. Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes for the SBST; Report writing; Analysis of data and trends; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
- DUTIES** : To conduct thorough assessments of learners' speech, language, and communication difficulties, including evaluation of speech sounds, language comprehension and expression, fluency, and voice in the special schools. To conduct outreach services to Full-Service and Public Ordinary Schools to extend therapeutic support. Administer formal and informal assessments and conduct screenings for learners to identify needs. Develop and implement individualized and group Speech-Language Therapy plans for learners in public special schools and public ordinary schools. Prescribe, issue, and maintain appropriate assistive devices to support communication. Provide relevant information about therapeutic programs to internal and external stakeholders, including School-Based Support Teams, District-Based Support Teams, and parents. Assist in the appropriate placement of learners within special schools based on their communication needs. Ensure strict compliance with the Code of Ethics of the Health Professions Council of South Africa (HPCSA) in all aspects of practice. Oversee effective administrative practices related to Speech and Language Therapy interventions. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals.
- ENQUIRIES** : Mr. Putter (Tell: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 18/121** : **EDUCATION THERAPIST - AUDIOLOGIST: SIVE SPECIAL SCHOOL (GRADE 1) REF NO: DOE25/06/2025**
- SALARY CENTRE** : R413 121 – R472 359.per annum (OSD)
: Alfred Nzo West
- REQUIREMENTS** : RVQ 13/14 qualification in Audiology as recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Audiologist. Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign

qualified therapists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license is required. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

DUTIES

: Assess the learner's level of functioning to identify barriers to learning based on the Audiologist' scope of practice: Conduct hearing screening for the learners; administer formal hearing assessments. Analyse and interpret audiological results for better decision making for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals: 2) Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect audiological services based on Audiology plan to learners in public special schools and public ordinary schools; prescribe, issue and maintain assistive devices (e.g. Fm Systems); maintain records of Audiology services, effective administration practices and report to supervisors as required: 3) Engage in therapeutic capacity-building programmes and skills sharing on related therapy matters: Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Audiology students as required. 4) Management of Audiology equipment and assistive devices: Request appropriate and adequate assistive devices and equipment based on learner needs; safeguard assistive devices and equipment; maintain records of material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter- and intra-sectoral networks and collaborations. 5) Participate in inter- and intra-sectoral networks and collaborations: Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non- Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities: 6) Management and Administration: Manage effective administration practices of Audiology interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirements

ENQUIRIES

: Mr. Putter (Tel: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 18/122

: **EDUCATION THERAPIST - OCCUPATIONAL THERAPIST (GRADE 1)**

SALARY CENTRE

: R413 12 – R472 359.per annum (OSD)
: Ref No: DOE26/06/2026 (Nolitha Special School)
: Ref No: DOE27/06/2026 (Lingomsolethu Special School)
: Ref No: DOE28/06/2026 (Khanyisa Cala)

REQUIREMENTS

: Degree in Occupational Therapy: A recognized bachelor's degree in occupational therapy from an accredited institution. HPCSA Registration: Current and valid registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) is mandatory. One Year of Relevant Experience: A minimum of one year of experience or relevant clinical experience as an Occupational Therapist. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs. Skills: Therapeutic

		assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes for the SBST; Report writing; Analysis of data and trends; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
<u>DUTIES</u>	:	To assess the learner's level of functioning; to identify barriers to learning based on the Occupational Therapy' scope of practice. To conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals. Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; determine individualised and group Occupational Therapy Services. Prescribe, issue and maintain assistive devices; maintain records of Occupational Therapy Services. Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents. Manage Therapy support materials and equipment. Manage effective administration practices of Occupational Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA). To assist in the placement of learners in the special schools. To conduct outreach services to other Full-Service and Public Ordinary Schools.
<u>ENQUIRIES</u>	:	Mr. Putter (Tell: 040 608 4200) For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 18/123</u>	:	<u>EDUCATION THERAPIST - OCCUPATIONAL THERAPIST: MT FERRE CMC (GRADE 1) REF NO: DOE29/06/20265</u>
<u>SALARY</u>	:	R413 121 – R472 359.per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo West
<u>REQUIREMENTS</u>	:	RVQ 13/14 qualification in Occupational Therapy recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa. Knowledge a) National and Provincial Education legislation, policies and regulations (e.g. Health Professions Act, Screening Identification Assessment and Support policy (SIAS), South African Schools Act (SASA), Employment of Educators Act (EEA), White Paper 6 (Support for special needs learners), b) Analytic, diagnostic and assessment tools, c) Intervention methods, d) Child development, e) Therapeutic models and techniques, f) Understanding of group dynamics, g) Protocol and professional ethics
<u>DUTIES</u>	:	Assess the learner's level of functioning to identify barriers to learning based on the Occupational Therapists' scope of practice: Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals. 2) Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; determine individualized and group Occupational Therapy; prescribe, issue, and maintain assistive devices; maintain records of Occupational Therapy, effective administration practices and report to supervisors as required. 3) Engage in therapeutic capacity-building programmes and skills sharing on related therapy issues/matters: Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g., School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in

continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Occupational Therapy students and therapy assistants as required. 4) Manage Therapy support materials and equipment: Request appropriate and adequate therapy support materials and equipment based on learner needs; safeguard therapy support materials and equipment; maintain records of therapy material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter and intra-sectoral networks and collaborations. 5. Participate in inter- and intra-sectoral networks and collaborations. Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non- Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities. 6. Management and Administration: Manage effective administration practices of Occupational Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirement.

- ENQUIRIES** : Mr. Putter (Tell: 040 608 4200)
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 18/124** : **SENIOR LEGAL ADMIN OFFICER: LEGAL SERVICES REF NO: DOE30/06/2026**
- SALARY** : R685 812 – R1 442 451 per annum (Salary will be in accordance with OSD determination)
- CENTRE** : Mmeli
- REQUIREMENTS** : An LLB qualification. At least 8 years appropriate post qualification legal experience. A minimum of 8 years' appropriate post-qualification legal experience. Admitted as an Attorney or Advocate A valid drivers licence. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules. Knowledge of PAJA, PAIA, and POPIA. Extensive knowledge and experience in education law (Employment of Educators Act and South African Schools Act) Experience in drafting of Contracts and Legislation. Analytical thinking skills. Experience in legal drafting. Good verbal and communication skills. Project management skills. Computer literacy.
- DUTIES** : The successful candidate will be responsible for researching the applicability of legal principles on legal opinion; conducting research on applicable policy, legislation and legal principles with legal opinions; formulating legal opinions; studying and citing relevant cases on aspects related to legal opinions; providing recommendation and conclusion within permissible legal prescripts; consulting clients to verify requests for opinion and contents of the opinion upon finalisation; ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute; ascertaining that the intentions of the department are reflected in proposed or amendment bills; drafting of memorandums; establishing if the department should litigate or defend a matter; consulting with relevant line functions; providing evidence in regard to possible settlement and negotiating settlements with opponents; preparing instructions to State Attorneys and making recommendations for appointment of suitable Advocates where necessary; monitoring court cases from inception to finalisation; reviewing all pleadings at all stages for the court case as per court rules; exploring alternative dispute resolution options for each court case; ensuring that briefings are prepared and court orders are implemented effectively; drafting and verifying contracts; conducting research on applicable policy, legislation or regulation to be followed; determining if the contract is legal and whether it reflects the intention of the department; liaising with all stakeholders involved in the contract and negotiating on final control; certifying contracts and verifying consistency between instructions and the content of the contract; providing inputs into the strategic planning of the Directorate/ Chief Directorate and executing of the operational plan; providing supervision of Legal Administration Officers in the sub-directorate; submitting monthly and quarterly reports to the Director.
- ENQUIRIES** : Ms. S Naidoo (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

POST 18/125 : **LEGAL ADMIN OFFICER: LEGAL SERVICES (MR 3 – MR 5) REF NO: DOE31/06/2026**

SALARY : MR3: R337 563 – R385 965.per annum
MR4: R403 929 – R461 838.per annum
MR5: R483 219 - R1 155 777.per annum (Salary will be in accordance with the Occupational Specific Dispensation Determination (OSD))

CENTRE REQUIREMENTS : Mmeli
: An LLB qualification. At least 3 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules. Knowledge of PAJA, PAIA, and POPIA. Knowledge and experience in education law (Employment of Educators Act and South African Schools Act). Good verbal and communication skills. Project management skills. Computer literacy. Valid drivers licence

DUTIES : The successful candidate will be responsible for Providing and administering legal advice/opinions in the Department, conducting research on policy, legislation and legal principles; Providing legal advice, guidance and opinions on legal matters to departmental officials; Drafting and/or amending legal documents including primary and secondary legislation that is administered by the Department. Drafting and editing legal correspondence on all administrative enquiries; Ensuring compliance with PAIA, PAJA and POPIA; Monitoring, coordinating and evaluating the effective implementation of education legislation; Assisting Managers with legal support in regard to contracts; Assisting with contract drafting and litigation; Conducting awareness on legal matters and legal intervention and carry out any other relevant duties as instructed.

ENQUIRIES : Ms. S Naidoo (Tel: 040 608 4200)
For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za

POST 18/126 : **CHIEF WORKS INSPECTOR (3 POST)**
Directorate: Infrastructure Delivery Management

SALARY : R413 001 – R487 197.per annum
CENTRE : Ref No: DOE32/06/2026 (Chris Hani West District) (1 Post)
Ref No: DOE33/06/2026 (Buffalo City Municipality) (1 Post)
Ref No: DOE34/06/2026 (Alfred Nzo East) (1 Post)

REQUIREMENTS : National Diploma in any of the Built Environment qualifications or N3 and a passed trade test in the build environment. Or Registration as an Engineering Technician. Computer literacy; Valid driver's licence; Computer literacy. Minimum of Three Years' experience post qualification. A valid driver's license. Competences: Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. Good verbal and written communication skills. Sound project management skills. Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act. Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography

DUTIES : Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs; Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance; Participate in annual evaluations on completed maintenance projects; Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans; Assist to orientate users in terms of the optimal usage of Facilities. NEIMS assessments. (building condition assessments). Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in

terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans. Assist to monitor compliance of disaster management plans; Provide assistance with preparation of disaster management plans; Assist to train Schools on the preparation of disaster management plans; Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Assist Schools to develop maintenance plans and budgets; Validate quality of school maintenance plans; Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

ENQUIRIES : Mr. S Sivuka Tel No: (040-608 4246)
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 18/127 : **WORKS INSPECTOR (3 POSTS)**
Directorate: Infrastructure Delivery Management

SALARY CENTRE : R280 278 – R330 162.per annum
: Joe Gqabi, Anzw & Sarah Baartman
Ref No: DOE10/06/2026 (Joe Gqabi District)
Ref No: DOE11/06/2026 (Sara Baartman)
Ref No: DOE12/06/2026 (Alfred Nzo East)

REQUIREMENTS : National Diploma in any of the Built Environment qualifications; Computer literacy; Valid driver's licence; Computer literacy or N3 with passed trade test or National Diploma in Engineering. Minimum of five years' experience post qualification. Valid Drivers' Licence. Computer literate. Competencies: Job Creation Targets. (EPWP), National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act (PFMA). Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography

DUTIES : Maintenance and Infrastructure Projects. Prepare specifications for work; Develop bill of quantities; Develop proposals on associated costs; Implement inspections on projects [maintenance and infrastructure projects; Compile estimates; Update the electronic maintenance systems; Prepare progress reports; Analyse and compile relevant project documentation; Manage activities of contractors; Facilitate and resolve problems; Monitor compliance with building regulations; Prepare progress reports; Validation of work completed and verification of invoices; Make recommendations on payments for work completed; Implement follow up inspections. NEIMS assessments. (building condition assessments). Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans. Implement disaster management plans; Assist to prepare disaster management plans; Assist to provide training to Schools on the preparation of disaster management plans; Make inputs to the development of the integrated District Disaster Management Plan. School Maintenance Plans. Make inputs to School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Make inputs to the development of the integrated District maintenance plan and budget; Assist to validate quality of school maintenance plans; Assist to make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans. Effective and efficient resources management. Maintain discipline; Manage performance and development of development of employees; Undertake human resources and other related administrative functions; Establish and maintain effective and efficient communication arrangements; Plan and allocate work; Develop and implement processes to promote control of work; Implement quality control of work delivered by employees.

ENQUIRIES

: Mr. S Sivuka Tel No: (040-608 4246)
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT**APPLICATIONS**

: Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to recruitment@ecdsd.gov.za. (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecdsd.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE
NOTE

: 19 June 2026

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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 skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. for SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for SMS members to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. The logistics of assessments of the candidates shall be communicated by the department. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered. White or Coloured males and People

with disabilities are encouraged to apply Enquiries Mr Y Singqandu at Tel No: 043 605 5042. Applications: E-Recruitment Enquiries: recruitment@ecdsd.gov.za

OTHER POST

- POST 18/128** : **SENIOR DATA CAPTURER: EPWP REF NO: DSD 01/06/2026**
(12 Months Contract)
- SALARY** : R338 106 per annum plus 37% in lieu of benefits (Level 07)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science, Public Administration/Management, Information Management/Systems, Financial Management or any relevant/equivalent qualification. A minimum of 2-3 years of relevant experience in the Expanded Public Works Programme Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spreadsheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound interpersonal and Organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Be Computer Literate.
- DUTIES** : Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets by utilizing the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.
- ENQUIRIES** : All enquiries may be directed to Mr Y. Singqandu at Tel No: (043) 605 5042 or Ms Q. Blayi at Tel No: (043) 605 5048.
- APPLICATIONS** : e-Recruitment Technical Support: Recruitment@ecdsd.gov.za