

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

- APPLICATIONS** : Applications must be submitted via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecdoe.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.
- CLOSING DATE** : 13 November 2026. Applications received after closing date will not be considered.
- NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the 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). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

MANAGEMENT ECHELON

<u>POST 39/192</u>	:	<u>DEPUTY DIRECTOR-GENERAL: DISTRICT COORDINATION & INSTITUTIONAL OPERATIONS MANAGEMENT REF NO: DOE01/10/2026</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum. (Level 15), (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha An appropriately recognised bachelor's degree (NQF Level 8) in Public Administration, Public Management, Financial Management, Supply Chain Management, Resource Management, Education Management, Infrastructure Management, Governance, Business Administration or a related field. A postgraduate qualification at NQF Level 8 or higher in any of the aforementioned fields will serve as a strong recommendation. Successful completion of the Nyukela Public Service Senior Management Service (SMS) Pre-Entry Programme and possession of a valid driver's license (except for persons with disabilities). A minimum of eight (8) years of experience at a Senior Managerial Level within the public sector, of which substantial experience must have been gained in school resourcing, institutional support services, physical resource management, infrastructure planning, financial management, risk management, educational operations, budget management and service delivery oversight. Competencies: The successful candidate must demonstrate extensive knowledge of public sector governance, education policy, institutional operations and resource management. The incumbent must possess strong strategic leadership capabilities with a proven ability to provide executive oversight of large-scale resource allocation, school resourcing and institutional support systems. A sound understanding of the Public Finance Management Act, Treasury Regulations, Division of Revenue Act, risk management frameworks and corporate governance principles is essential. The candidate must demonstrate advanced capabilities in financial management, strategic planning, policy development, programme oversight, monitoring and evaluation, stakeholder management and organisational performance management. Strong analytical, decision-making, communication, negotiation and change leadership skills are required, together with the ability to drive accountability, compliance and service delivery improvement within a complex public sector environment.
<u>DUTIES</u>	:	Oversee implementation of policy framework for provisioning of quality teaching and learning in public, Special schools and ECD Centres of Eastern Cape Province. Ensure the coordination of consistent implementation of standard /uniform mode of operation for teaching & learning in public schools of Eastern Cape. Ensure implementation intervention and tools supporting quality curriculum delivery in schools. Ensure implementation of school management and governance legislation, policies and procedures in public and special schools in Eastern Cape. Ensure coordination intergovernmental relation processes to ensure all education district offices are positioned for optimal service delivery. Coordinate the provision of technical support for education district functionality. Oversee provisioning and guidance on implementation of policy framework for Physical Resource Management in Eastern Cape Schooling system in line with the Division of Revenue Act. Ensure coordination of physical resource planning services. Ensure the provisioning of infrastructure delivery services. Provide strategic guidance in development and monitoring of Disaster Recovery Plans impacting Eastern Cape Public and Special Schools. Ensure accountability, monitoring and reporting on Infrastructure Grant Framework in Eastern Cape public, Special

schools and ECD Centres. Oversee implementation of policy framework for school resourcing and administration. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Ensure functionality and viability of public ordinary, special schools and ECD Institutions. Oversee provisioning of leadership and guidance in supporting systems for delivery of quality education system in Eastern Province. Ensure provision of school mapping services, revitalisation of schools and rural education. Ensure management of facilitation of planning for school extension and new school implementation. Ensure provisioning Quality Promotion Standard education research and data analytics. Ensure implementation of Education Management Information system in all public & Special Schools. Ensure management & evaluation interventions, learner attainment improvement strategy (LAIS) and vacation schools. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms. SA Maasdorp Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

POST 39/193

: **DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: DOE02/10/2026**

SALARY

: R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Zwelitsha
An appropriate recognized (3-year) undergraduate NQF level 6/7 in Events Management, Business Administration/ Management, Communications, Project Management, Public Relations or any related field as recognised by SAQA. 3 - 5 years at Assistant Director level in Event Coordination environment. Experience in Protocol, Communications and Stakeholder Coordination will be an added advantage. A valid driver's license. Skills: Project Management. Applied Strategic Thinking. Applied technology. Budgeting and Financial Management. Communication and Information Management. Citizen Focus and Responsiveness Strategic Management. Develop Others. Financial Management. Diversity Management. Impact and Influence Networking and Building Bonds. Managing Interpersonal Conflicts & Resolving problems. Planning and Organising Team Leadership. Communications Problem Solving and Decision Making. Knowledge: Coordination of events. Legislative frameworks that govern the Public Service SASREA, Security Standards, PFMA and financial compliance expertise, Public Service Regulation, Constitution of South Africa and other relevant acts, policies and regulations. Understanding of service level agreements and contracts. Familiarity with corporate Identity (CI) and branding standards. Knowledge of Education Sector will be added advantage.

DUTIES

: Manage the development and maintenance of the event management framework and instruments. Manage the provision of logistical arrangements for departmental events. Manage formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Manage the provisioning of advice on the design of the marketing tools. Coordinate research of venues, suppliers and contractors for events. Manage the

		coordination of suppliers and all event logistics. Manage all pre-event planning and drills. Oversee the dismantling and removal of event and clearance of the venue. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. ZZ Mngqanqeni Tel No: (040) 608 4200 For e-Recruitment Enquiries, e-mail: erecruitment@ecd.gov.za
<u>POST 39/194</u>	:	<u>ADMIN OFFICER: PMDS & IQMS REF NO: DOE03/10/2026 (X3 POSTS)</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management / Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A Valid Driver's license and willingness to travel is essential. Relevant PERSAL Certificates will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide human resource and performance management administration. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/195</u>	:	<u>ADMIN OFFICER: SKILLS DEVELOPMENT REF NO: DOE04/10/2026 (X3 POSTS)</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well

		as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/196</u>	:	<u>ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT (X5 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Alfred Nzo West Ref No: DOE05/10/2026
	:	Amathole East Ref No: DOE06/10/2026
	:	Joe Gqabi Ref No: DOE07/10/2026
	:	OR Tambo Coastal Ref No: DOE08/10/2026
	:	Sarah Baartman Ref No: DOE09/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Training/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in providing human resource and performance management administration services. Assist to provide human resource development administration services. Assist in providing administration of IQMS performance management services. Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Resolve problems of motivation and control with minimum guidance from manager. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of

		subsistence and travel claims of officials and submit to manager for approval. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/197</u>	:	<u>ADMIN OFFICER: NUTRITION, TRANSPORT AND HOSTELS (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07) Buffalo City Metro Ref No: DOE10/10/2026 Chris Hani East Ref No: DOE11/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration, Logistics as recognised by SAQA. A minimum of 3-5 years' relevant experience in environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in coordinating, monitor and report on the implementation of the school nutrition programme in the district. Assist to coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Assist in monitoring, evaluating and reporting on the provisioning of learner transport services by implementing agents. Coordinate the provision of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr. B Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/198</u>	:	<u>ADMIN OFFICER: SCHOOL HEALTH (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07) Buffalo City Metro Ref No: DOE12/10/2026 Chris Hani East Ref No: DOE13/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedures for business process management services. Develop and monitor the implementation of the related plans and programmes. Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaise with district office of the Health Department, relevant local municipalities, NGO's and other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to learners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. Coordinate periodic screening of learners for

		stunting, nutritional deficiencies and related nutrition-based health challenges. Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in school. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr. B Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/199</u>	:	<u>ADMIN OFFICER: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE14/10/2026 (X2 POSTS)</u> Directorate: NMB Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration and any relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and integrity. Professionalism. Self-driven. Teamwork. A good knowledge and understanding of legal framework governing Human Resources. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in providing guidance on the implementation, monitoring and reporting of integrated strategies, policies and procedure for business process management services. Assist in developing and monitoring the implementation of the related plans and programmes. Assist to coordinate EMIS in the district. Assist in coordinating the implementation of youth and special programmes in the district. Assist in coordinating governance, resourcing and rationalisation of schools. Assist to coordinate of stakeholders, learner teacher support material and SGB programs in the district. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr. E Gorgonzola Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/200</u>	:	<u>ADMIN OFFICER: ICT/ E-LEARNING - EDUCATION DEVELOPMENT CENTRES REF NO: DOE15/10/2026</u> Directorate: NMB Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Information Technology/ Information Systems/ Computer Science as recognised by SAQA. A minimum of 3-5 years' relevant experience in relevant environment. Computer Literacy. A Valid Driver's license and willingness to travel is essential. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Computer Literacy Skills. Planning and organisation. Language. Good verbal and written communication skills. Honesty and

		integrity, self-driven and teamwork. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in providing the training of school and district management teams. Assist in providing support on the provision of continued professional teacher development at district level. Assist in managing the delivery of education development centre programmes at the district level. Assist in the provision of learner and teacher support and resource centres. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr. E Gorgonzola (Tel: 040 608 4200) For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/201</u>	:	<u>LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS, COMPLIANCE & LABOUR RELATIONS ADVOCACY (EEA) REF NO: DOE16/10/2026 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act; Employment of Educators' Act; Public Service Act. Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Mr. S Mnguni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/202</u>	:	<u>LABOUR RELATIONS OFFICER: EEA AND PSA EMPLOYEE RELATIONS (X21 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07) Alfred Nzo East Ref No: DOE17/10/2026 (X2 Posts) Alfred Nzo West Ref No: DOE18/10/2026 (X2 POSTS) Amathole East Ref No: DOE19/10/2026 Amathole West Ref No: DOE20/10/2026 Buffalo City Metro Ref No: DOE21/10/2026 (X2 Posts) Chris Hani East Ref No: DOE22/10/2026 (X2 Posts) Chris Hani West Ref No: DOE23/10/2026 (X2 Posts) Nelson Mandela Bay Ref No: DOE24/10/2026 (X2 Posts) Joe Gqabi Ref No: DOE25/10/2026 (X2 Posts) OR Tambo Coastal Ref No: DOE26/10/2026 (X2 Posts) OR Tambo Inland Ref No: DOE27/10/2026 (X2 Posts) Sarah Baartman Ref No: DOE28/10/2026
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 6 in Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in Labour Relations/ Labour Law environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public

		Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Mr. S Mnguni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecd.gov.za
<u>POST 39/203</u>	:	<u>WELLNESS OFFICER: EMPLOYEE WELLNESS (X7 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Alfred Nzo East Ref No: DOE29/10/2026 (X2 Posts)
	:	Amathole East Ref No: DOE30/10/2026
	:	Chris Hani East Ref No: DOE31/10/2026
	:	OR Tambo Inland Ref No: DOE32/10/2026 (X2 Posts)
	:	Sarah Baartman Ref No: DOE33/10/2026
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 6 in Public Management/ Administration/ Labour Relations/ Labour Law/ Human Recourses Management or Industrial Relations. Minimum of 2 -3 years' experience in the relevant environment. A valid driver's license. Job related knowledge: Experience and knowledge of the following legislation: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist to provide and implement employee wellness programs in the district. Assist to oversee the implementation of occupational health and safety measures in the district. Assist to provide HIV/AIDS/ TB prevention coordination services in the district. Assist in coordinating the provision of employee counselling services.
<u>ENQUIRIES</u>	:	Mr. S Mnguni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecd.gov.za
<u>POST 39/204</u>	:	<u>WELLNESS PRACTITIONER: EMPLOYEE WELLNESS REF NO: DOE34/10/2026</u> Directorate: AE Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Amathole East
	:	A qualification at an NQF level 6 in Occupational Health and Safety/ Social Work/ Human Recourses Management or Industrial Relations. Minimum of 3 years' experience Employee Health and Wellness environment. A valid driver's license. Knowledge of monitoring and evaluation principles. Knowledge of Employee Wellness Programme design, including principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance (e.g. OHSA and EHWP guidelines). Knowledge of public health and occupational health principles. Understanding of key health issues (e.g. mental health, chronic illness and substance abuse) in the workplace. Programme coordination and facilitation. Planning and organising. Problem solving skills. Creativity and awareness. Knowledge of the following legislations: Labour Relations Act, Employment of Educators' Act, Public Service Act, Public Service Regulations and other key pieces of Employment Legislation and Policies. Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Knowledge of Education Sector will be added advantage.

<u>DUTIES</u>	:	The incumbent will be responsible for coordinating the employee wellness programme. Implement employee wellness programmes, policies and strategies by initiating the day-to-day running of the wellness programme, rolling out health and wellness activities such as wellness days and health screenings, coordinating logistics for wellness events in collaboration with service providers, promoting participation through communication campaigns, and monitoring programme participation and effectiveness. Support the implementation of chronic disease programmes by conducting health education sessions on chronic illness management, distributing educational materials and referring employees to counselling and testing services, and tracking participation in awareness campaigns and outreach initiatives. Coordinate health and wellness awareness activities by organising awareness sessions, distributing educational materials during awareness events, coordinating schedules and venues for campaigns and workshops, and gathering participant feedback to improve future activities. Coordinate the sports and recreational programme by coordinating internal sports events and recreational activities, maintaining schedules, equipment and participation records, communicating upcoming events to employees, and gathering feedback to improve future sporting initiatives. Execute administrative duties related to the wellness programme, including administering the scheduling and execution of mobile clinic services and other wellness activities, creating and maintaining records and databases of wellness programme activities, participants and outcomes, maintaining attendance registers and documentation, maintaining organised filing and record-keeping systems, and compiling monthly wellness statistics for internal reports.
<u>ENQUIRIES</u>	:	Mr. S Mnguni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/205</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: EMPLOYEE PROVISIONING SERVICES REF NO: DOE35/10/2026 (X2 POSTS)</u> Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection training to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/206</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE36/10/2026</u> Directorate: Sb Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Sarah Baartman An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management

		environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. E Ngemntu Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/207</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE37/10/2026</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Supervise the implementation of Conditions of Service benefits e.g. Capped Leave Audit, Long Service Awards. Supervise the implementation of PILIR. Supervise the implementation of transfers and resettlements at exit. Supervise the processes for the initiation of remuneration and allowances on PERSAL. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/208</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT SERVICES REF NO: DOE38/10/2026 (X4 POSTS)</u> Directorate: Human Resource Planning and Information System
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Establishment environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render support in HR Planning & Provisioning services. Maintain files and records in the office for post provisioning for all districts. Developing HRP related submissions. Creating components, posts and abolishment. Creation of Acting Allowances. Loading of matrix. Render all PERSAL functions in relation to establishment matters. Administer staff establishment on PERSAL. Loading of Organizational structure and Post Provisioning Norms on PERSAL.
<u>ENQUIRIES</u>	:	Mr. L Komle Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 39/209</u>	:	<u>ADMIN OFFICER: RECORDS AND DOCUMENT MANAGEMENT REF NO: DOE39/10/2026</u> Directorate: NMB Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide district resource centre management services. Monitor and evaluate document management processes. Implement the departmental records management policy, systems and procedures for the district. Provide a central registry service and maintain the electronic records management system including document disposal and archiving services. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr. W Payi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/210</u>	:	<u>ADMIN OFFICER: EXAMINATION AND ASSESSMENT (X4 POSTS)</u> Directorate: Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo West Ref No: DOE40/10/2026 Buffalo City Metro Ref No: DOE41/10/2026 Nelson Mandela Bay Ref No: DOE42/10/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in coordinating all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Assist in coordinating all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Assist in coordinating the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control within the district. Assist in formulating and managing operational budgets. Assist in overseeing the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts.
<u>ENQUIRIES</u>	:	Mr. M Mabona Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 39/211</u>	:	<u>IT TECHNICIAN: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DOE43/10/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07)) Zwelitsha National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
<u>DUTIES</u>	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office
<u>ENQUIRIES</u>	:	Mr. L Ndube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/212</u>	:	<u>IT TECHNICIAN: SUPPLY CHAIN MANAGEMENT & ICT (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)) Alfred Nzo West Ref No: DOE44/10/2026 Chris Hani East Ref No: DOE45/10/2026 Sarah Baartman Ref No: DOE46/10/2026 Nelson Mandela Bay Ref No: DOE47/10/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE.
<u>DUTIES</u>	:	Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts.
<u>ENQUIRIES</u>	:	Mr. L Ndube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/213</u>	:	<u>IT TECHNICIAN: TRAINING INSTITUTE (X4 POSTS)</u> Directorate: Teacher Development and Learning Institutions
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)) Maths & Science Institute Ref No: DOE48/10/2026 Language & Social Science Institute Ref No: DOE49/10/2026 Technical & Vocational Institute Ref No: DOE50/10/2026 Leadership & Management Institute Ref No: DOE51/10/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate plus A+, N+ OR National Diploma IT. 3 years' experience working as Technician in the ICT Environment. A valid Driver's License. To ensure that all technological aspects of the department, including

<u>DUTIES</u>	:	schools are functioning effectively and efficiently. To perform an array of tasks related to computer systems, hardware, and software at levels of the ECDoE. Configuration and technical / network support of BAS, PERSAL, EXAMS, EMIS, SASAMS. Microsoft OS, applications and office 365 email setup and configuration. Setup school network for teachers and learners. Installing and configuring hardware and software components to ensure usability. Troubleshooting hardware and software issues. Repairing or replacing damaged hardware. Upgrading the entire system to enable compatible software on all computers. Installing and upgrading anti-virus software to ensure security at the user level. Performing tests and evaluations on new software and hardware. Providing support to users and being the first line support of contact for error reporting. Establishing good relationships with all departments and colleagues. Managing technical documentation. Conducting regular system backups. Ensuring the smooth running of all IT systems, including anti-virus software, print services, and email provision. Providing technical reports for Districts / Head Office
<u>ENQUIRIES</u>	:	Mr. L Ndzube Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/214</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DOE52/10/2026</u> Directorate: Ae Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Amathole East An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintain staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/215</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION (X12 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07) Amathole East Ref No: DOE53/10/2026 (X2 Posts) Buffalo City Metro Ref No: DOE54/10/2026 Chris Hani West Ref No: DOE55/10/2026 Chris Hani East Ref No: DOE56/10/2026 Joe Gqabi Ref No: DOE57/10/2026 Nelson Mandela Bay Ref No: DOE58/10/2026 OR Tambo Coastal Ref No: DOE59/10/2026 OR Tambo Inland Ref No DOE60/10/2026 Sarah Baartman Ref No: DOE61/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/ Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and

		willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist in providing employee appointment administration services. Assist in providing employee and post establishment reconciliation services.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/216</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PLANNING (X10 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Alfred Nzo West Ref No: DOE62/10/2026
	:	Amathole West Ref No: DOE63/10/2026
	:	Buffalo City Metro Ref No: DOE64/10/2026
	:	Chris Hani West Ref No: DOE65/10/2026
	:	Chris Hani East Ref No: DOE66/10/2026
	:	Joe Gqabi Ref No: DOE67/10/2026
	:	OR Tambo Coastal Ref No: DOE68/10/2026
	:	OR Tambo Inland Ref No: DOE69/10/2026
	:	Nelson Mandela Bay Ref No: DOE70/10/2026
	:	Sarah Baartman Ref No: DOE71/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6/7 in Human Resource Management/Public Management/Administration as recognised by SAQA. A minimum of 3-5 years' relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. LJ Komle Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/217</u>	:	<u>SCM OFFICER: LOGISTICS AND STORES MANAGEMENT REF NO: DOE72/10/2026</u> Directorate: Logistics And Disposal Management
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing / Logistics/ Public Administration / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills.

		Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required, register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/218</u>	:	<u>SCM OFFICER: ASSET AND DISPOSAL MANAGEMENT REF NO: DOE73/10/2026</u> Directorate: Logistics And Disposal Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Finance/ Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving licence. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/219</u>	:	<u>FLEET OFFICER: FLEET MANAGEMENT SERVICES REF NO: DOE74/10/2026</u> Directorate: Logistics And Disposal Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public

		Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/220</u>	:	<u>SCM OFFICER: ACQUISITION MANAGEMENT SERVICES REF NO: DOE75/10/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting / Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/221</u>	:	<u>SCM OFFICER: CONTRACT MANAGEMENT SERVICES (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Alfred Nzo West Ref No: DOE76/10/2026 Buffalo City Metro Ref No: DOE77/10/2026 Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure

		proper record keeping. Compile contract performance reports and submit them to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/222</u>	:	<u>SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES</u> <u>REF NO: DOE78/10/2026</u> Directorate: Ae Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Amathole West
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6) or undergraduate Bachelor's Degree (NQF 7) in Financial Management / Supply Chain Management / Purchasing / Logistics/ Public Administration / Management / Finance / Accounting/ Economics / Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving license. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Assist to coordinate the development of specifications, terms of references and administer quotation/bidding procedures. Assist to provide bid documents, maintain service provide database, analyse procurement request for quotation. Assist in generating orders for the procurement of goods and services in line with approved quotation or bid awards. Implement systems to monitor compliance and control, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/223</u>	:	<u>SCM OFFICER: ASSET AND STORES MANAGEMENT (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Amathole West Ref No: DOE79/10/2026 Chris Hani East Ref No: DOE80/10/2026
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid driving license. Computer Literacy. Excellent Communication Skills. Administration Skills. Interpersonal Skills. Organisational Skills. Typing and Writing Skills. Strong Leadership Skills. Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers.

		Update and ensure the maintenance of the register of suppliers. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/224</u>	:	<u>FLEET OFFICER: FLEET MANAGEMENT SERVICES (X3 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Alfred Nzo East Ref No: DOE81/10/2026
	:	Joe Gqabi Ref No: DOE82/10/2026
	:	OR Tambo Coastal Ref No: DOE83/10/2026
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6) or Undergraduate Bachelor's Degree (NQF 7) as recognised by SAQA in Transportation / Logistics / Public Administration / Management / Business Management. Three (3) years' functional experience in Fleet Management at a public entity or government institution. A valid driving license. Knowledge: Customer Service (Batho Pele Principles). Fund Values. Minimum Information Security Standards. COIDA. Protection of personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city(ies) drive/messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and resolving problems. Planning and organising. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement the departmental fleet management policy, procedures and delegations. Administer provisioning of fleet management services. Monitor, evaluate and report on the utilisation of the department fleet. Maintain sound fleet administrative processes and systems. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4248 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/225</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07)
	:	Amatole East, Ref No: DOE84/10/2026
	:	Amathole West, Ref No: DOE85/10/2026
	:	Chris Hani West, Ref No: DOE86/10/2026
	:	Joe Gqabi, Ref No: DOE87/10/2026
	:	OR Tambo Coastal, Ref No: DOE88/10/2026
	:	OR Tambo Inland, Ref No: DOE89/10/2026
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and

		provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. Qhwesha-Nxafani Tel No: (040) 608 4415 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/226</u>	:	<u>STATE ACCOUNTANT: DISTRICT BUDGET COORDINATION REF NO: DOE90/10/2026</u> Directorate: ANW District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Alfred Nzo West An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/ Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Attend to S & T claims. Attend to invoices for the payment of other claims. Participate in budgeting process and assist in the compilation, consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget. Attend to provisioning and procurement matters in the offices which have financial implications. Initiate and place accounting transactions on record. Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures. Advise staff on correct utilization of financial or budgetary procedures. Attend to invoices for the payment of other claims. Monitor the bar-coded assets and update assets register.
<u>ENQUIRIES</u>	:	Mr. C Mlomo Tel No: (040) 608 4200) For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/227</u>	:	<u>STATE ACCOUNTANT: TRANSFER PAYMENTS REF NO: DOE91/10/2026 (X2 POSTS)</u> Directorate: Expenditure Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Prepare and submit monthly expenditure reports. Maintain the payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Provide expenditure administration services. Analyse expenditure trends and provide technical

		advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. Qhwesha-Nxafani Tel No: (040) 608 4415 For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za
<u>POST 39/228</u>	:	<u>STATE ACCOUNTANT: DEBT AND REVENUE SERVICES REF NO: DOE92/10/2026 (X2 POSTS)</u> Directorate: Accounting Services and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Accounting/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Management of departmental debts and interdepartmental claims. Capture, analyse and review debts, do follow up on non-payments of debts. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district debts and revenue officials. Receipt and banking of cash. Capture/ day-end receipts, Clearing of Exception and debt suspense. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.
<u>ENQUIRIES</u>	:	Mr. MS Baadjies Tel No: (040) 608 4415 For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za
<u>POST 39/229</u>	:	<u>STATE ACCOUNTANT: LEDGER AND JOURNALS REF NO: DOE93/10/2026</u> Directorate: Accounting Services and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Accounting / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Management of departmental suspense accounts and follow up with non-cleared transactions. Compile capture/authorize debt take-on's and journals. Monitoring and mentoring of district suspense accounts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to

		subordinates. Maintain conducive working environment and management of leave of absence.
<u>ENQUIRIES</u>	:	Mr. MS Baadjies Tel No: (040) 608 4415 For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za
<u>POST 39/230</u>	:	<u>STATE ACCOUNTANT: FINANCIAL MONITORING AND REPORTING REF NO: DOE94/10/2026</u> Directorate: Financial Monitoring and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics/ Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide in-year monitoring services. Assist in provide interim and annual reporting support services. Provide interim and annual reporting support service. Administration of Departmental debts and liabilities. Assist in the compilation of Interim and Annual Financial Statements. Assist in safeguarding and storage of financial records. Assist in the monitoring, controlling, and reporting of the departmental cash flow. Monitor and report on the wasteful expenditure, irregular and unauthorized expenditure when detected. Assist with the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Compile monthly and quarterly reports. Compliance with departmental prescripts. Process all Bond and Salary rejections. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.
<u>ENQUIRIES</u>	:	Ms. X Kесе Tel No: (040) 608 4200 For e-Recruitment Enquiries, email: erecruitment@ecdoe.gov.za
<u>POST 39/231</u>	:	<u>STATE ACCOUNTANT: BUDGETING SERVICES REF NO: DOE95/10/2026</u> Directorate: Budgeting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office - Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Accounting/ Economics / Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS). Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. Computer literate. Good communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide budget compliance support to management. Capturing of budget records, transfers and virements. Prepare budget reports. Compile monthly and quarterly reports. Compliance with departmental prescripts. Compile monthly and quarterly reports. Compliance with departmental prescripts. Mentoring/ supervising of accounting clerks, learners and interns. Personnel management. Ensure management, maintenance and safekeeping of assets.

		Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance to subordinates. Maintain conducive working environment and management of leave of absence.
<u>ENQUIRIES</u>	:	Mr. N Skalk Tel No: (040) 608 4200 For e-Recruitment Enquiries, e-mail: erecruitment@ecd.gov.za
<u>POST 39/232</u>	:	<u>ADMIN OFFICER: PROJECT COORDINATION REF NO: DOE96/10/2026 (X4 POSTS)</u> Directorate: Executive Support
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Public Management/ Administration or any other relevant qualification as recognised by SAQA. A minimum of 3-5 years' relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Assist in the development and maintenance of an organisational dashboard for all projects. Assist in providing technical advisory services on Project Management principles and procedures. Assist providing support on development of a standard framework for DEO's project management framework. Assist in providing support on the implementation of strategic initiative programmes and projects such as EPWP, School Rationalisation, ICT Roll-out and E-learning, Promotion of African languages in school etc. Ensure effective and efficient utilisation financial, human and physical resources, including effective asset control. Assist in formulating and managing operational budgets. Ensure the implementation of the PFMA, Supply Chain Management prescripts.
<u>ENQUIRIES</u>	:	Mr. P Mtshotane Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/233</u>	:	<u>SECRETARY: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES REF NO: DOE97/10/2026</u> Chief Directorate: Learner Development and Social Support Services
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and set up schedules for meetings and events. Processes the travel and subsistence claims for unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies

		and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Mr. B Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/234</u>	:	<u>ADMINISTRATION CLERK: EDUCATION SERVICES OPERATIONS</u> <u>COORDINATION REF NO: DOE98/10/2026</u> Directorate: Operations Management and Coordination
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Cluster A - Mthatha
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. B Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: ercruitment@ecdoe.gov.za
<u>POST 39/235</u>	:	<u>ADMINISTRATION CLERK: EMIS, GOVERNANCE & SPECIAL PROGRAMMES REF NO: DOE99/10/2026</u> Directorate: NMB Education District Office
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. N Mgijima Tel No: (040) 608 4200

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

<u>POST 39/236</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT ADMIN SUPPORT UNIT (X7 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Mbizana Coastal (ANE) Ref No: DOE100/10/2026 (X3 Posts)
	:	Mbizana Inland (ANE) Ref No: DOE101/10/2026 (X3 Posts)
	:	Ntenetyana Circuit (ANW) Ref No: DOE102/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/237</u>	:	<u>ADMINISTRATION CLERK: CONDITIONS OF SERVICE (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	OR Tambo Inland Ref No: DOE103/10/2026
	:	Nelson Mandela Bay Ref No: DOE104/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 39/238</u>	:	<u>REGISTRY CLERK: CONDITIONS OF SERVICE (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05) Alfred Nzo East Ref No: DOE105/10/2026 Nelson Mandela Bay Ref No: DOE106/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. M Zazela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/239</u>	:	<u>REGISTRY CLERK: RECORDS AND DOCUMENT MANAGEMENT (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05) Nelson Mandela Bay Ref No: DOE107/10/2026 Sarah Baartman Ref No: DOE108/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and closing files according to the record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on posts to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via

		registered post and record reference number in register. Keep record daily of amount of letters received. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. W Payi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/240</u>	:	<u>ADMINISTRATION CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05) Nelson Mandela Bay Ref No: DOE109/10/2026 Sarah Baartman Ref No: DOE110/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. L Lupondwana Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/241</u>	:	<u>ADMINISTRATION CLERK: ASSET & STORES MANAGEMENT (X2 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05) Amathole West Ref No: DOE111/10/2026 Sarah Baartman Ref No: DOE112/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and

		accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. Z Mkondweni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/242</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (X6 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Alfred Nzo East Ref No: DOE113/10/2026
	:	Amathole East Ref No: DOE114/10/2026 (X2 Posts)
	:	Amathole West Ref No: DOE115/10/2026 (X2 Posts)
	:	Joe Gqabi Ref No: DOE116/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms. Qhwesha-Nxafani Tel No: (040) 608 4415 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 39/243</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (X7 POSTS)</u> Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	Alfred Nzo East Ref No: DOE117/10/2026
	:	Chris Hani East Ref No: DOE118/10/2026 (X2 Posts)
	:	Nelson Mandela Bay Ref No: DOE119/10/2026 (X2 Posts)
	:	OR Tambo Inland Ref No: DOE120/10/2026
	:	Sarah Baartman Ref No: DOE121/10/2026
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the

		asset register of the component (district offices). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/244</u>	:	<u>DATA CAPTURER: HIV & AIDS LIFE SKILLS CONDITIONAL GRANT REF NO: DOE122/10/2026 (X2 POSTS)</u> Contract: from Assumption of Duty Date-31 March 2027 Directorate: School Health and Life Skills
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with no experience required. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Capture data for processing recruitment and payment for School Health and Life skills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Liaise with Districts for monthly reports from the LSAs, LSA Supervisors and Social Work Graduates, ensure that the information is captured correctly, verified, and validated. Check accuracy of data captured and deal with queries, Ensure safekeeping of necessary documents to process payment of stipends e.g. reports and signed confirmation lists in line with the standard archive procedures, Capture all School Health and Safety information on applicable data base and produce reports when required to do so, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with School Admin Clerks to verify uploaded school health and safety data on SASAMS, Audit school health and safety LTSM, Policies and Circulars provided to schools and keep distribution lists, Conduct quarterly impact assessments of programmes rendered by LSAs, LSA Supervisors and Social Work Graduates and consolidate performance reports when required to do so, Write and submit monthly, quarterly, and annual reports to the Province.
<u>ENQUIRIES</u>	:	Mr. B Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 39/245</u>	:	<u>DATA CAPTURER: BASIC EDUCATION EMPLOYMENT INITIATIVE REF NO: DOE123/10/2026</u> (1 Year Contract) Directorate: Human Resource Development
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Head Office - Zwelitsha
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent and no experience needed. Knowledge: Departments, Provincial Directives, DPSA Policies, Circulars and Directives, DBE Circulars and Directives, National and Provincial Circulars and Directives. Skills: Operational Management, Financial Management, Project management Skills, Communications Skills, Negotiations, People Management, Research, Analytical thinking, Computer literacy, Problem solving, Presentation, Conflict resolution, Language Skills, Sound organisational skills, good people skills, Basic written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.
<u>DUTIES</u>	:	Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records

and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES

: Mr. N Matika Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@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@ecdsc.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@ecdsc.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.

Applications must be submitted via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: recruitment@ecdsc.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00 16:30 Mon-Thursday and 08:00-16:00 on Friday). Direct all enquiries to the specified enquiries person or email Address.

CLOSING DATE

: 13 November 2026. Applications received after closing date will not be considered.

NOTE

: Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required 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). 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be

subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the 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. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the 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). SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

OTHER POSTS

<u>POST 39/246</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: DSD 01/11/2026</u>
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
<u>CENTRE</u>	:	Provincial Office, Bisho
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a relevant Financial Information Systems (FIS) qualification, Bachelor's degree or equivalent qualification in Financial Management/Accounting at NQF Level 7, as recognised by SAQA. A minimum of 3–5 years' experience in a finance environment at Assistant Director level. Knowledge of Microsoft Office, especially advanced Excel, graphs and pivot table interpretation. Knowledge of budgeting, preparation and analysis. Knowledge of BAS and PERSAL. A driver's licence is a prerequisite. Competencies: Communication skills, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management. Financial management. Problem-solving and analysis. Strategic capability and leadership. Programme and project management. People management and empowerment. Change management. Knowledge of the Public Service Regulatory Framework and policy formulation processes within government. Understanding business and management principles relating to strategic planning, resource allocation, human resource modelling and leadership techniques. Knowledge of monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical thinking, report writing and presentation skills. An understanding of financial statements will be an advantage.
<u>DUTIES</u>	:	Coordinate and consolidate inputs for the compilation of the Medium-Term Expenditure Framework (MTEF). Coordinate and consolidate inputs for the compilation of the Estimates of National Expenditure (ENE). Compile Adjusted Estimates of National Expenditure (AENE), including reprioritisation, requests for additional funds and movement of funds, for the branches. Allocate funds to the various responsibilities within the branches. Coordinate inputs for in-year monitoring reports for the branches. Compile expenditure forecasts for the branches. Compile monthly management reports. Advise budget managers on budget-related matters. Cost the establishment. Assist with the preparation and review of the financial statements.
<u>ENQUIRIES</u>	:	Mr Y Singqandu Tel No: (043) 605 5042/59 e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	EE Target: African/White Male
<u>POST 39/247</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DSD 02/11/2026</u>
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bisho
	:	National Senior Certificate Plus a National Diploma or Bachelor's Degree (NQF Level 6/7) in Law, Labour Relations, Human Resource Management or any relevant/equivalent qualification. 3-5 to five years' relevant experience at Assistant Director level in Labour Relations. A driver's licence is a prerequisite. Competencies: Sound knowledge of Labour relations legislation and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, disciplinary procedures, grievance management and collective bargaining processes. Knowledge of PSCBC and sectoral council resolutions and policies. Strong leadership, conflict management, negotiation, dispute resolution, analytical, report-writing and problem-solving skills. Good communication, stakeholder management, planning and organisational skills. Ability to interpret and apply labour legislation and policies. Computer literacy in MS Office packages. Strong supervisory and people-management skills.
<u>DUTIES</u>	:	Manage and coordinate labour relations and collective bargaining functions within the Department. Provide advice and support to management on labour relations matters, disciplinary processes, grievances, misconduct, incapacity and dispute resolution. Coordinate and monitor the implementation of labour relations policies, procedures and collective agreements. Represent the Department in disciplinary hearings, conciliations, arbitrations and negotiations at relevant bargaining council structures, including the Public Service Coordinating Bargaining Council. Facilitate sound employer–employee relations and promote labour peace within the Department. Monitor compliance with labour legislation, collective agreements and departmental policies. Analyse labour relations trends and case law, and develop intervention strategies to address workplace conflict and misconduct. Compile reports, submissions and statistics on labour relations matters. Liaise with organised labour, management and relevant stakeholders on labour relations and collective bargaining matters. Supervise staff and ensure effective management of resources within the component.
<u>ENQUIRIES</u>	:	Mr Y Singqandu Tel No: (043) 605 5042 or Ms Q Blayi Tel No: (043) 605 5048. e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	EE Target: Africans/White Male
<u>POST 39/248</u>	:	<u>DEPUTY DIRECTOR: LOCAL SERVICE OFFICE REF NO: DSD 03/11/2026</u>
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive remuneration package.
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi: Maletswai Local Service Office
	:	National Senior Certificate plus a Bachelor's degree/National Diploma (NQF Level 6/7) in Public Administration, Social Work, Social Sciences, Development Studies or an equivalent qualification. 3-5 years' relevant experience at Assistant Director level. A driver's licence is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the legislative framework relevant to the Social Development Sector. Sound knowledge of financial, human resource and supply chain management. Good planning, organisational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. A developmental approach and a clear understanding of South African policies on social transformation and community development.
<u>DUTIES</u>	:	Be responsible for the overall management and control of the area. Manage developmental social welfare and community development services. Manage financial, human resource and supply chain functions. Provide support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate Programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
<u>ENQUIRIES</u>	:	Joe Gqabi enquiries may be directed to Ms P. Tsuputse Tel No: (051) 633 9715 e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	EE Target: Coloured Male
<u>POST 39/249</u>	:	<u>SOCIAL WORKER GRADE 1 (X21 POSTS)</u>
<u>SALARY</u>	:	R338 208 – R397 668 per annum, (OSD).

<u>CENTRE</u>	: (Ref No: DSD 04/11/2026) Amathole: Mnquma LSO (Ref No: DSD 05/11/2026) Amahlati LSO (Ref No: DSD 06/11/2026) Great Kie LSO (Ref No: DSD 07/11/2026) Alfred Nzo: Mount Ayliff SDC (Ref No: DSD 08/11/2026) Ntabankulu LSO (Ref No: DSD 09/11/2026) OR Tambo: KSD LSO (Ref No: DSD 10/11/2026) Ingquza Hill LSO (Ref No: DSD 11/11/2026) Mhlontlo LSO (Ref No: DSD 12/11/2026) Joe Gqabi: Burgersdorp SDC (Ref No: DSD 13/11/2026) Lady Grey SDC (Ref No: DSD 14/11/2026) NMM: Ebhayi SDC (Ref No: DSD 15/11/2026) Zwide SDC (Ref No: DSD 16/11/2026) Walmer SDC (Ref No: DSD 17/11/2026) Sarah Baartman: Sunday's River Valley (Ref No: DSD 18/11/2026) Graaff-Reinet SDC (Ref No: DSD 19/11/2026) BCM: East London (Ref No: DSD 20/11/2026) KWT Thuthuzela Centre (Ref No: DSD 21/11/2026) Mdantsane Thuthuzela Centre (Ref No: DSD 22/11/2026) Chris Hani: Emalahleni LSO (Ref No: DSD 23/11/2026) Inxuba Yethemba LSO (Ref No: DSD 24/11/2026) Sakhisizwe LSO
<u>REQUIREMENTS</u>	: Standard 10/Grade 12 plus a Bachelor of Social Work degree. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker will be considered for appointment. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems, and the skills to intervene at the points where people interact with their environments to promote social well-being. Ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations and communities to enhance their social functioning and problem-solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress, and use resources effectively. Understanding and ability to provide social work services to protect people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
<u>DUTIES</u>	: Render social work services relating to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all required administrative functions.
<u>ENQUIRIES</u>	: Alfred Nzo: Mr S Shweni at (064) 606 9465 Amathole: Ms Z Habe Tel No: (043) 711 6626 BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73 Chris Hani: Ms N Mzinjana Tel No: (045) 808 3709 Joe Gqabi: Ms P. Tsuputse Tel No: (051) 633 9715 NMM: Ms L Lukwe Tel No: (041) 406 5811 Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407 OR Tambo: Ms Z Dlanjwa at 064 607 1200 e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>NOTE</u>	: Amathole: Mnquma LSO, (EE Target: African/ Coloured Male) Amahlati LSO, (EE Target: African/ Coloured Male) Great Kie LSO, (EE Target: African/ Coloured Male) Alfred Nzo: Mount Ayliff SDC, (EE Target: African Male) Ntabankulu LSO, (EE Target: African Male and persons with disabilities) OR Tambo: KSD LSO, (EE Target: African Male) Ingquza Hill LSO, (EE Target: African Male and persons with disabilities) Mhlontlo LSO, (EE Target: African Male) Joe Gqabi: Burgersdorp SDC, (EE Target: African Male) Lady Grey SDC, (EE Target: African Male) NMM: Ebhayi SDC, (EE Target: African Male and persons with disabilities) Zwide SDC, (EE Target: Coloured Female) Walmer SDC, (EE Target: White Male)

Sarah Baartman: Sunday's River Valley, (EE Target: Coloured Female)
 Graaff-Reinet SDC, (EE Target: Coloured Female and persons with disabilities)
 BCM: East London, (EE Target: African Male)
 KWT Thuthuzela Centre, (EE Target: African Male)
 Mdantsane Thuthuzela Centre, (EE Target: African Male)
 Chris Hani: Emalahleni LSO, (EE Target: African Male and persons with disabilities)
 Inxuba Yethemba LSO, (EE Target: African Male)
 Sakhisizwe LSO, (EE Target: African Male)

<u>POST 39/250</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R289 296 – R337 959 per annum, (OSD)
	:	(Ref No: DSD 25/11/2026) Amathole: Ngqamakwe SDC
	:	(Ref No: DSD 26/11/2026) Alfred Nzo: Mount Frere SDC
	:	(Ref No: DSD 27/11/2026) BCM: Mdantsane 1 SDC
	:	(Ref No: DSD 28/11/2026) OR Tambo: Ngqeleni SDC
	:	(Ref No: DSD 29/11/2026) Joe Gqabi: Ugie SDC
	:	(Ref No: DSD 30/11/2026) NMM: Motherwell SDC
	:	(Ref No: DSD 31/11/2026) Sarah Baartman: Alexandria LSO
	:	(Ref No: DSD 32/11/2026) Sunday's River Valley LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bachelor's Degree/National Diploma in Social Sciences, Developmental Economics, Development Studies or Community Development. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Computer literacy will be an added advantage. Appropriate/recognizable experience after complying with the required educational qualification will be considered for appointment. Competencies: Theoretical understanding and practical experience/exposure to community development issues. Ability to use a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects in the required format. Communication and interpersonal skills, Organising and planning skills.
<u>DUTIES</u>	:	Facilitate awareness campaigns on community development programmes. Mobilise local communities into integrated development structures. Facilitate community development initiatives in each local municipality. Facilitate the development of community profiles using contextualised participatory development methodologies. Facilitate the development, alignment and utilisation of resources from various departments towards the implementation of Integrated Development Plans in each local municipality. Assess applications for departmental funding by community organisations. Monitor, evaluate and provide support services to funded programmes/projects.
<u>ENQUIRIES</u>	:	Alfred Nzo: Mr S Shweni at (064) 606 9465 Amathole: Ms Z Habe Tel No: (043) 711 6626 BCM: Ms P. Gqabantshi Tel No: (043) 705 5675/73 Joe Gqabi: Ms P. Tsputse Tel No: (051) 633 9715 NMM: Ms L Lukwe Tel No: (041) 406 5811 Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407 OR Tambo: Ms Z Dlanjwa at 064 607 1200. e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>NOTE</u>	:	Amathole: Ngqamakwe SDC, (EE Target: African Male) Alfred Nzo: Mount Frere SDC, (EE Target: African Male and persons with disabilities) BCM: Mdantsane 1 SDC, (EE Target: Coloured Female) OR Tambo: Ngqeleni SDC, (EE Target: African Male and persons with disabilities) Joe Gqabi: Ugie SDC, (EE Target: African Female/Male) NMM: Motherwell SDC, (EE Target: Coloured Male) Sarah Baartman: Alexandria LSO, (EE Target: African Male and persons with disabilities) Sunday's River Valley LSO, (EE Target: White Male)

POST 39/251 : **CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)**

SALARY CENTRE : R191 694 – R215 073 per annum, (OSD).
 : (Ref No: DSD 33/11/2026) Alfred Nzo: Maluti Place of Safety
 : (Ref No: DSD 34/11/2026) Alfred Nzo: Maluti Place of Safety

<u>REQUIREMENTS</u>	:	(Ref No: DSD 35/11/2026) NMM: Erica Place of Safety National Senior Certificate. Appropriate/recognisable Child and Youth Care experience gained after obtaining the required qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Communication: Ability to convey clear, simple and easy-to-understand messages/information to children and youth. Empathy: Ability to respect and build positive relationships with children and youth. Trustworthiness: Ability to build relationships of trust with children and youth. Honesty: Being principled and truthful to oneself and others. Teamwork and collaboration: Ability to work cooperatively with others and as part of a team. Understanding principles: Ability to understand and apply child and youth care principles. Computer literacy.
<u>DUTIES</u>	:	Care and development: Understand and provide for the care and development of children and youth. Understanding basic needs: Understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Perform administrative activities relating to logbooks, incident reports and other records. Role modelling: Identify, allocate and participate in practical activities to transfer skills to children and youth. Programme implementation: Assist with implementing planned programmes and activities based on the identified developmental needs of children and youth. Children's rights: Promote and uphold the rights of children and youth. Rules and procedures: Know and apply the rules and procedures of the care centre.
<u>ENQUIRIES</u>	:	Alfred Nzo: Mr S Shweni at (064) 606 9465; NMM: Ms L Lukwe Tel No: (041) 406 5811 e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	Alfred Nzo: Maluti Place of Safety, (EE Target: African Male) Alfred Nzo: Maluti Place of Safety, (EE Target: African Male) NMM: Erica Place of Safety, (EE Target: White Male)
<u>POST 39/252</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 36/11/2026</u>
<u>SALARY</u>	:	R191 694 – R215 073 per annum, (OSD)
<u>CENTRE</u>	:	BCM: Dimbaza SDC
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification. Appropriate/recognisable experience gained after obtaining the required educational qualification will be considered for appointment. Successful candidates who are not in possession of a driver's licence will be required to submit proof within six (6) months from the date of assumption of duty. Competencies: Interpersonal skills and the ability to interact with people and community structures. Compassion for people in need and vulnerable groups. Understanding of social dynamics and basic knowledge of community development. Passion for community development. Willingness to learn. Communication skills. Knowledge of the local language and culture. Computer literacy and inventory management skills would be an added advantage.
<u>DUTIES</u>	:	Conduct community and household profiling. Assist communities in accessing services offered by government departments. Attend community meetings and imbizos to collect information on community needs and provide support for integrated planning. Assist with the maintenance and support of funded community projects.
<u>ENQUIRIES</u>	:	Amathole: Ms Z Habe Tel No: (043) 711 6626 Sarah Baartman: Mr M Rwexana Tel No: (046) 602 1408/1407 OR Tambo: Ms Z Dlanjwa at 064 607 1200. e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>NOTE</u>	:	BCM: Dimbaza SDC, (EE Target: African Male)