



HUMAN RESOURCE ADMINISTRATION

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA:

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ERRATUM INTERNAL ADVERT 03 OF 22/23

Please take note:

The Department would like to correct the following adverts placed.

CLOSING DATE: Extended to 11 March 2022

PROJECT OFFICER (1 YEAR CONTRACT) (3 POSTS)

(Period 1 April 2022 to 31 March 2023)

COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT

Notch: R376,596 per annum per annum plus 37% in lieu of benefits (Level 9)

Centre: Provincial Office – Zwelitsha

Ref: ECDOE-PO 01/03/2022

REQUIREMENTS: An appropriated bachelor's degree or equivalent and at least 3 year's relevant experience in Project Management, Social Sciences or any relevant field. A minimum of three year's supervisory experience (SL 7/8).. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project Management skills; Excellent communication skills (verbal and written); Good presentation skills, social facilitation and capacity building/training of Educators, SGBs, SMTs and learners. Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assurance and confidence in own abilities; Ability to be calm and level-headed under pressure; Willingness to work irregular hours when required. Applicants must be in possession of a valid Code 8 driver's license. An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time.

KPA's: Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan, organize and conduct training for learners, SGBs and educators and orientation activities for schools participating in the CSTL programme to enhance capacity and expansion of coverage of HIV & AIDS services. Provide leadership and guidance to Learner Support Agents, Social Workers, Keeping Boys In-school Monitors and LSA Supervisors. Identify problems and proposes remedial action including forging of networks and partnerships with various stakeholders. Identify alternative courses of action, to accelerate/ improve CSTL programme. Mobilise project resources for specific project activities and review project deliverables. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation

DATA CAPTURER (1 YEAR CONTRACT) (3 POSTS)

(Period 1 April 2022 to 31 March 2023)

COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT

Notch: R176,310 per annum plus 37% in lieu of benefits (Level 5)

Centre: Provincial Office – Zwelitsha

Ref: ECDOE-DC 04/3/2022

REQUIREMENTS: Grade 12 certificate. Basic Computer Literacy with practical experience on MS Office package. Good communication skills. Good understanding of Public Service policies, prescripts and guidelines. Knowledge of Basic Conditions of Employment Act. A valid Driver's licence will be an added advantage.

KPA's: Capture data for Learner Support Agents, Learner Support Agents' Supervisors, Keeping Boys In-school Monitors and Social Workers using spreadsheet to ensure that information is captured correctly and easily accessible. Check accuracy of data captured correctly, verified and validated and amend where necessary. Deal with queries regarding data captured and report to the supervisor. Avail information captured to the Director. Capture information for processing of payments and make the necessary follow-up with Districts and relevant offices to ensure that stipends are paid by the last day of each month. Store and maintain captured data and documents on the applicable database. Prepare monthly reports for the payment of LSAs, LSASs, SWs and KBSMs. File all documents captured including contracts and payment documents for audit purpose. Assist the Directorate with procurement and other relevant logistics.



DRIVER/MESSENGER (1 YEAR CONTRACT) (2 POSTS)

(Period 1 April 2022 to 31 March 2023)

COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT

Notch: R104,073 per annum plus 37% in lieu of benefits (Level 2)

Centre: Provincial Office – Zwelitsha

Ref: ECDOE-DM 05/03/2022

REQUIREMENTS: *Grade 12 certificate. Basic Computer Literacy with practical experience of the MS office package. Good communication skills and Good Customer Care. Must be able to accept responsibility. Good understanding of Public Service policies, prescripts and guidelines. Knowledge of Basic Conditions of Employment Act. A valid Driver's licence.*

KPA's: *Collect and deliver LTSM and other documents inside and outside of the department and to Districts. Capture documentation delivery, develop delivery schedules and distribution lists of all materials or documents delivered using the relevant spreadsheets. Store and maintain documents delivered/distributed according to standard archive procedures. Ensure proper maintenance of Government Vehicles. Play an exemplary role in team-building in the office and act as a team player to contribute to the holistic outcomes of the office.*

The Department wishes to extend apologies for any inconvenience caused.

**HUMAN RESOUCE ADMINISTRATION
PROVINCIAL OFFICE**