



## **EASTERN CAPE DEPARTMENT OF EDUCATION**

### **INTERNAL VACANCIES 05 of 22/23**

Placement date: 10 October 2022

Closing Date: 29 October 2022

*Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. **Persons with disability and females are especially encouraged to apply.** An indication of representativeness profile by applicants will expedite the processing of applications.*

**NB\* All positions within Districts should be directed to Districts as follows:**

**APPLICATIONS:** Applicants must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.

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



## POSTS

### **CHIEF WORKS INSPECTOR: PHYSICAL RESOURCE MANAGEMENT**

Salary Notch: R 321 543 per annum (Level 08)

Programme: Physical Resource Management

Centre: Alfred Nzo West – Mt Frere

Reference No: ECDOE-CWI 09/01/2022

**REQUIREMENTS:** A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment. Registration as an Engineering Technician, and a valid driver's license. 3 to 5 years appropriate experience. Skills: Must be computer literate in (MS Word, Excel and PowerPoint) Be fluent in at least 2 official languages of the province. Must have good verbal and written communication skills. Must have good interpersonal skills

**KEY RESULT AREA:** Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: (a) Prepare specifications for unplanned maintenance and minor new work. (b) Develop a bill of quantities. (c) Develop proposals on the associated costs. 2. Render an inspection service of work done on new projects and existing structures, through inter alia the following: (a) Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. (b) Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. (c) Develop, implement, and maintain an electronic record system for work being done and work that was finalised. (d) Develop progress reports on outstanding and finalised work. 3. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: (a) Develop and interpret plans and sketches. (b) Draw-up quotation documents and compile specifications, bills of quantities and bid documents. (c) Adjudicate and provide recommendations on quotations and bids. (d) Liaise with relevant stakeholders in respect of technical aspects. 4. Manage the activities of contractors on project sites through inter alia the following: (a) Advise and guide contractors in respect of the compliance to legislation and procedures. (b) Verify invoices and certify progress of payments. (c) Check and process variation orders and make recommendations on requests for the extension of deadlines. (d) Brief contractors and consultants on projects and certify claims for fees. (e) Ensure effective contract administration. (f) Facilitate and resolve problems emanating from projects and develop progress reports on projects. 5. Gather and submit information in terms of the extended public works programme. 6. Supervise the performance and conduct of Works Inspectors through inter alia the following: (a) Identify skills development needs and provide training and development opportunities for Works Inspectors. (b) Provide advice and guidance on the interpretation and application of legislation, policies and procedures. (c) Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. (d) Monitor the proper utilisation of equipment, stores and expenditure. (e) Administer the departmental performance management and development system.

### **ACCOUNTING CLERK**

Salary Notch: R 176 310 per annum (Level 05)

Programme: Physical Resource Management

Centre: Provincial Office - Zwelitsha

Reference No: ECDOE-AO 09/02/2022

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP); Basic Accounting and Logistical Information Systems (BAS and LOGIS); and attention to detail; Presentation and facilitation skills. solving skills coupled with the ability to work under pressure. Personal qualities – Behavioral Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity, Good verbal and written communication skills



**KPA's:** Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash. Perform Salary Administration support services: Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), File all documents, Perform Bookkeeping support services, capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions Compile journals Render a budget support service: Collect information from budget holders, Compare expenditure against budget, Identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

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**MR. Q LUTHULI**  
**ACTING CD: HRM&D**

10-10-2022

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**DATE**