

Placement Date 24 March 2023  
Closing Date: 06 April 2023

## **DEPARTMENT OF EDUCATION**

*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.*

**CLOSING DATE: 06 April 2023. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)**

**APPLICANTS: APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM WHICH IS AVAILABLE ON [WWW.ECPROV.GOV.ZA](http://WWW.ECPROV.GOV.ZA). APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED/ACCEPTED DUE TO COVID 19.**

### **APPLICATION INSTRUCTIONS:**

Applicant 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.



# PROVINCE OF THE EASTERN CAPE

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## POSTS

### **DATA CAPTURER (CONTRACT) (6 POSTS)**

**(Period: 1 April 2023 to 31 March 2024)**

**Salary Notch: R 181 599 per annum (Level 05)**

**Programme: HID/AIDS Life Skills Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref. DOE-DC 01/03/2023**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filling and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis.

### **ADMIN CLERK (CONTRACT) (2 POSTS)**

**(Period: 1 April 2023 to 31 March 2024)**

**Salary Notch: R 181 599 per annum (Level 05)**

**Programme: MST Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref. DOE-DC 02/03/23**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Render general clerical support services - Record, organize, store, capture and retrieve correspondence and data, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send emails, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within 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 goods and services. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component - 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, accommodation, booking of venues. Provide financial administration support services in the component - Capture and update expenditure in the MST Grant component. Check correctness of subsistence and travel claims of officials and submit to the Manager for approval. Manage the monthly cashflow of the MST Grant.

### **DRIVER/MESSENGER (CONTRACT) (1 POSTS)**

**(Period: 1 April 2023 to 31 March 2024)**

**Salary Notch: R 107 196 per annum (Level 02)**

**Programme: HID/AIDS Life Skills Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref. DOE-DM 04/03/2023**

**REQUIREMENTS:** A minimum of Grade 8/Std6 with no experience needed. Good communication skills and Good Customer Care. Must be able to accept responsibility Knowledge of Basic Conditions of Employment. Appropriate experience will be an added advantage.

**KPA's:** Collecting and delivery of post. Maintenance of government vehicle. Collection and distribution of documents inside and outside the district/department. Capture documentation for processing and information using spread sheet to



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ensure that the information is captured and recognize and identify problems and report to the supervisor. Avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building team work in the office, act as a team player contributing to the holistic outcomes of the office.

**Enquiries: Ms NP Sipahlanga 040 608 4245**

**Signed off by**



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

24 March 2023  
**DATE**

