



## **VACANT NON-TEACHING SUPPORT STAFF POSITIONS WITHIN SCHOOL/SPECIAL SCHOOLS FOR EASTERN CAPE DEPARTMENT OF EDUCATION**

### **DEPARTMENTAL ADVERT 03 of 2023/24**

Placement date: 13 November 2023

Closing Date: 27 November 2023

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 learner disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications. In addition, these vacancies give preference to former special school learners and applicants with disabilities, learner disability and learners from school of skills provided they meet the minimum requirements and are able to perform all the duties required.

**APPLICATIONS:** Hand in your application, stating the relevant reference number to the School as indicated below; Applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least two contactable referees, as well as certified copies of all qualification(s) and ID-document and Driver's license [where applicable]. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo pre-employment screening. New applicants who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. All appointed candidates will be required to sign a contract working shifts as per the approved norms and standards of the department.

**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

### **ADMINISTRATIVE CLERK**

**Salary Notch: R202 233 per annum (Salary level 5)**

**Requirements and Key Competencies:** Grade 12 or equivalent NQF level 4 qualification. Computer literacy (MS Word, Excel, PowerPoint). Relevant experience will be advantageous, especially within the school environment. Working knowledge and understanding of the legislative framework governing the Public Service. Good verbal and written communication skills. Good customer care skills and interpersonal relations. Understanding of the principles of sound document management

**Responsibilities:** Support the implementation of Human Resource Administration practices at school level. Render Financial Management support at school level. Capturing learner and educator data on SASAMS. Control office resources and asset management in the school Perform general administration and support services including typing, reception and answering of telephones. Perform procurement of goods and services for the school. Take minutes of meetings when required. Deal with the collection, duplication, distribution and filing of information and correspondence. Assist in the planning and arranging of meetings, catering for meetings and workshops; and traveling. Assist school with general administrative duties.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Enqileni Intermediate School	Phalo Street, N.U. 2, Motherwell, 6211	WA Nzube 041 469 2034	NMB	1	AC01/11/2023
Zwelidinga Primary School	Siphundu Location, Mt Ayliff, 4735	LL Kuzani 083 456 8648	ANW	1	AC02/11/2023
Emgwali Public School	No. 3 Mgwali Village Stutterheim, 4930	ST Maki 043 683 1609	AW	1	AC03/11/2023
Jongile Nompondo Secondary School	1068 MLUNGISI LOCATION, STUTTERHEIM, 4930	FD Siziba 043 681 0221	AW	1	AC04/11/2023
Diaz Primary School	Headley Street, Algoa Park, Port Elizabeth, 6001	C Muller 041 452 1211	NMB	2	AC05/11/2023
Rhodes JSS	PLOT 334, ZAKHELE TOWNSHIP, RHODES 9787	PH Steyn 0459749671	JQ	1	AC06/11/2023
Kwanxolo PS	2681 Lingelihle Street, Kwanoxolo, Port Elizabeth, 6058	M Mrara 072 395 4237	NMB	1	AC07/11/2023
Lingcom Primary School	Aster Street, Kroonvale, Graaff-Reinet, 6280	DD Gates 049 8923292	SB	1	AC08/11/2023
WG Olivier Primary School	Francis Street, Francis Vale, Somerset East, 5850	MJ Horne 042 243 2613	SB	1	AC09/11/2023
Ngquqa Junior Secondary School	Ndundumeni Location, Ngquqa A/A, Mthatha, 5099	XG Magxala 073 693 0500	ORTI	1	AC10/11/2023
Milton Mbekela Senior Secondary School	Qunu A/A, Qunu A/A, Mthatha, 5099	HM Dalasile 047 538 8195	ORTI	1	AC11/11/2023
TOTAL				12	

### **GENERAL FOREMAN**

**Salary Notch: R171 537 per annum (Salary level 4)**

#### **Location**

**REQUIREMENTS:** A grade 9 or school leaving certificate and letter from principal with one (1) to two (2) years' experience in maintaining general work of mechanical maintenance and repairs. A valid driver's license (Attach a copy). Knowledge of Occupational Health and Safety Procedures. Basic knowledge in controlling and maintaining equipment and grounds, Knowledge in routine inspection of equipment and grounds. Understanding of Public Administration and Government legislation. Good verbal and writing communication skills. Numerical Literacy is strongly required. Willingness to work and cater for learners with special education needs. Acknowledge the unique needs of learners Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. Ability to learn.

**DUTIES:** Supervising the general assistants and serving as a team leader. Ensuring that general assistants sign the attendance register. Co-ordinating daily activities of general assistants. Support and advising the general assistants



on the execution of their tasks. Perform work inspections. Ensuring the neatness of the buildings and premises. Training general assistants by means of practical demonstrations/role-play etc. Developing a work schedule for all activities to be performed. Monitoring leave register of general assistants. Organising meetings with general assistants and preparing inspection reports for the principal. Maintaining a supply register and inventory of equipment. Co-ordinating the receiving and storage of stock. Controlling the distribution of equipment and supplies amongst general assistants. Assisting the administrative clerk in ordering supplies. Sweeping. Mopping. Dusting. Empty waste bins in classroom. Disinfecting toilets and passageways. Refilling toilet paper holders. Washing basins and toilets. Removing refuse. Vacuuming. Washing windows. Washing walls and doors. Polishing floor. Treating pool with chemicals. Cleaning filters and pool surface. Cleaning gutters. Sweeping. Mopping. Sweeping. Washing, drying and storing dishes. Preparing soil. Applying fertiliser. Planting flowers, grass, plants and shrubs. Mowing lawn. Trimming hedges. Pruning. Raking leaves. Irrigating garden. Removing waste and weeds. Applying insecticide. Maintaining all sports fields: Rugby/ soccer/ hockey/ athletic fields. Cricket pitch and field. Irrigating grounds. Liming of sports fields. seeing to the general condition of cleaning, gardening and other equipment. Minor repairs to locks, doors, desks, sanitary ware, fencing, sport pavilion etc. Replacing light bulbs and windows. Doing touch-up painting where necessary. Un-blocking drains. Minor repairs to wheelchairs, bicycles and walking aids. Locking and unlocking gates. Locking and unlocking classrooms and toilets. Activating and deactivating alarm system. Ensuring general assistants follow safety rules and regulations as per school's safety plan. Storing machinery and equipment. Securing and monitoring access points to the premises. Removing dangerous objects from grounds. Ensuring safety of playground equipment. Report theft and dangers on the premises. Ensuring safety equipment is in good working order e.g. fire extinguishers. Providing logistical support at school functions or events: Ensuring the preparation of hall/ sound system/sport fields/braai facilities. Fulfilling general assistants' duties when needed. Assisting in the preparation of the venues for exams.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Bergsig Special School	63 Ross Gradwell St, Vanes Estate, Kariega, 6229	R Jonker 041 966 1130	NMB	1	GF12/09/2023
TOTAL				1	

**HOUSEKEEPING SUPERVISORS (shift working system applicable)**  
**Salary Notch: R171 537 per annum (Salary level 4)**

**REQUIREMENTS AND KEY COMPETENCES:**

The role of a senior housekeeping supervisor in school/special schools requires a combination of qualifications, skills, and competences to effectively manage the cleanliness and maintenance of the school environment. Here are the requirements and key competences for a senior housekeeping supervisor in school/special schools.

A grade 9 or school leaving certificate and testimonial from principal. Must have prior experience in supervising learners with high-level support needs in school/special school hostels. Proof of being part of PEYI will be an advantage. As a supervisor the successful applicant should demonstrate a basic knowledge of laundry equipment, food hygiene /preparations, the ability to use cleaning equipment, first aid. Interpersonal skills to be displayed include an acknowledgement of the unique needs of learners, treat each learner as an individual and respect their differences, avoiding use of language that is inappropriate biased and discriminatory in relation to any learner under their care. Be reliable, respectful, responsible, honest.

**DUTIES:** The role of a senior housekeeping supervisor in a special needs hostel involves overseeing the cleanliness, organization, and overall maintenance of the facility to ensure a safe and comfortable environment for residents with special needs. The key duties include the following:

- 1. Housekeeping staff Management:** Supervise and lead the housekeeping team, providing guidance, training, and support. Assign tasks and responsibilities to staff members, ensuring efficient workload distribution, conduct regular performance evaluations and provide feedback to improve performance.
- 2. Cleaning and Maintenance:** Ensure that all living areas, common spaces, and facilities are clean, sanitized, and well-maintained. Develop and implement cleaning schedules to address specific needs and maintain high standards of cleanliness. Monitor and oversee cleaning tasks, ensuring compliance with hygiene and safety standards. Implement infection control measures to prevent the spread of illnesses.
- 3. Inventory Management:** Maintain an inventory of cleaning supplies, equipment, and materials. Coordinate procurement and replenishment of supplies as needed to ensure a consistent and well-stocked inventory. Health and Safety Compliance: Ensure that housekeeping practices adhere to health and safety regulations, especially considering the needs of residents with special requirements.
- 4. Special Needs Considerations:** Collaborate with care staff to understand specific needs and preferences of residents with disabilities or medical conditions. Adjust cleaning procedures and schedules to accommodate unique requirements.
- 5. Emergency Preparedness:** Develop and communicate emergency response plans to the housekeeping team to ensure residents' safety during crises. Conduct drills and training exercises to prepare staff for emergency situations.
- 6. Quality Assurance:** Conduct regular inspections to assess the cleanliness and maintenance of the facility.



Address any issues or deficiencies promptly to maintain a high standard of cleanliness. Record Keeping: Keep accurate records of cleaning schedules, inspections, and maintenance activities. Document any incidents, repairs, or improvements made within the facility.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Bergsig Special School	Burnett Road, East London, Bayville, Eastern Cape	R Jonker 043-721-0270	NMB	1	HKS13/11/2023
Gelvandale Secondary School	Martin Street, Gelvandale, Port Elizabeth,6020	D Nickall 041 456 1632	NMB	1	HKS14/11/2023
TOTAL				02	

**GENERAL ASSISTANTS (shift working system applicable)**  
**Salary Notch: R147 03 per annum (Salary level 3)**

A general assistant in a school/ school/special school plays a vital role in support and the overall operations of the school and contributing to the well-being of students with special needs. While specific duties may vary depending on the school's requirements, your role as a general assistant is essential in creating an environment where students can thrive and learn effectively. By diligently carrying out your responsibilities, you contribute to the overall success of the school's mission and the well-being of its students and staff.

**REQUIREMENTS AND KEY COMPETENCES:** A grade 9 or school leaving certificate and letter from principal. Prior experience working with individuals with special needs, will be an advantage. An understanding of Public Service principles. Proof of being part of PEYI will be an advantage.

**DUTIES will include but is not limited to the following:**

- Facility Maintenance:** Clean and maintain hostels, classrooms, grounds, and all school facilities to uphold a tidy and organized environment. Attend to general domestic tasks like repairing windows, doors, taps, gutters, lights, and wheelchairs. Ensure proper functioning of facilities for the comfort and safety of everyone.
- Refuse Management:** Collect and dispose of refuse from both the hostels and school premises to maintain cleanliness and hygiene. Regularly monitor and manage waste disposal processes.
- Ablution Facilities Care:** Wash and sanitize ablution facilities, ensuring a clean and hygienic environment for students and staff. Keep floors, carpets, and surfaces clean and well-maintained.
- Supplies Management:** Request, procure, and manage cleaning materials to ensure that necessary supplies are available.
- Premises Neatness:** Conduct daily inspections to ensure the neatness and tidiness of buildings and premises. Report any instances of damage or disrepair promptly to the appropriate channels.
- Safety and Environment:** Contribute to the overall safety and well-being of students and staff by maintaining a hazard-free environment. Uphold the rights of children and promote their well-being at all times.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Osborn Senior Secondary School	Osborn A/A, Osborn Mission, Mt Frere, 5090	Mr. LG Dabula 071 657 0169	ANW	1	GA15/11/2023
Grens High School	McJannet rylaan, Baysville, 5241	Mev. L. Knickelbein 043 7210 412	BCM	1	GA16/11/2023
Daliwonga Senior Secondary School	Wodehouse A/A, Cofimvaba,5380	Ms Hlumelo 0478741485	CHE	1	GA17/11/2023
Kolonga Junior Secondary School	Nkolonga Village, Lady Frere, 5410	0478786377	CHW	1	GA18/11/2023
Middelburg High School	Bennie Street, Middelburg, 5900	MR. AJ Wagenaar 049 842 1560	CHW	1	GA19/11/2023
Cradock High School	Naested Street, Cradock, 5880	Mr. JW Boonzaier 048 881 2784	CHW	1	GA20/11/2023
Ntshilini Senior Secondary School	Ntshilini A/A, Ngqeleni,5140	EM Mlisa 073 682 2961	ORTC	1	GA21/11/2023
Tyutyu Primary School	Tyutyu Location, Bisho,5605	Mr Maqubela 073 205 6172	BCM	1	GA22/11/2023
Alexandria Hoër School	Krog & voortrekker Street, CBD, Alexandria, 6185	Ms Taai 0466530126	SB	1	GA23/11/2023



Aliwal North Primary School	Bensonstr. 2, Aliwal-North,9750	GC Engelbrecht 051 634 1827	JQ	2	GA24/11/2023
Hoho Senior Secondary School	MNGQESHA LOCATION, DIMBAZA, DIMBAZA, 5671	Mr. Lalendle 076 499 8820	BCM	1	GA25/11/2023
St Matthews High School	St. Matthews High School, St. Matthew's Mission, Keiskammahoek,5680	M Gquma 040 658 8161	AW	1	GA26/11/2023
Cathcart High School	45 Merriman Street, Cathcart,5310	N Hart 045 843 1130	AW	1	GA27/11/2023
Fundani High School	AVENUE "A", KATIKATI TOWNSHIP, CATHCART,5310,	G Bogco 0458431286	AW	1	GA28/11/2023
Bulelani Primary School	Hanover Village, King William's Town, 5600	WF Busakwe 0827242950	BCM	1	GA29/11/2023
Mnxesha SPS	215 Dimbaza, Dimbaza, 5671	040 656 3086	BCM	1	GA30/11/2023
Zanempucuko Senior Secondary School	404 Ilitha Township, Ilitha Township, Berlin,5606	MA Mabi 0406479403	BCM	1	GA31/11/2023
Cillie Seondary School	Uitenhage Rd, Sydenham, Port Elizabeth,6001	JH Von Wielligh 041 451 4837	NMB	1	GA32/11/2023
St Thomas Secondary School	Beetlestone Road, Gelvandale, Port Elizabeth,6020	MR Doncker 0414521942	NMB	1	GA33/11/2023
Graaff-Reinet Primary School	Ranonkel Road, Asherville, Graaff-Reinet, 6281	AM Everson 049-893004	SB	1	GA34/11/2023
Narsingstreet Public Primary School	Narsing treet, Asherville, Graaff-Reinet,6280	D Japhta 049-893044	SB	1	GA35/11/2023
Ntaba Maria Junior Secondary School	24 Raglan Road, Grahamstown,6139	RNS Sheepers 0466361100	SB	1	GA36/11/2023
St Johns College	Callaway Street, Umtata, 5100	0475311656	ORTI	1	GA37/11/2023
Mchatu Primary School	Nkanini Location, Sidwadweni A/A, Tsolo, 5170	RM Raxoti 0733110273	ORTI	1	GA38/11/2023
Total number of posts				26	

**DRIVER/HANDYMAN (shift working system applicable)**  
**Salary Notch: R147 03 per annum (Salary level 3)**

**REQUIREMENTS:** Please note that the specific responsibilities and duties will be based on the employer's needs and the nature of the organization. A grade 10 or school leaving certificate and letter from principal. A valid driver's license (Code 8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Willingness to work with learners. An understanding of Public Service principles. Proof of being part of PEYI will be an advantage.

**DUTIES:** Safely transport learners, goods, or materials to designated locations following traffic rules and regulations. Adhere to safety policies of ECDOE while performing driving duties. Respond promptly and appropriately to emergencies or accidents, ensuring the safety of passengers and the vehicle. Maintain a clean and well-maintained vehicle, conducting regular inspections and addressing any maintenance or repair needs. Plan efficient routes to optimize time and fuel consumption while ensuring timely arrivals. Maintain and complete logbook daily before and after each trip. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles Keep petrol slips after each trip and sign. Submit Logbook and petrol slips to the SMT at the end of each month. Assist passengers, including individuals with special needs, in embarking and disembarking the vehicle. Assist with loading and unloading of goods or equipment as needed. Perform general maintenance and repair tasks across the facility, including plumbing, electrical, and carpentry work. Inspect, troubleshoot, and repair faulty equipment, fixtures, and appliances. Ensure the safe and proper operation of various systems, such as HVAC, lighting, and security. Perform routine maintenance tasks, such as painting, cleaning, and minor renovations. Collaborate with other staff members to coordinate maintenance activities without disrupting daily operations. Maintain accurate records of maintenance tasks, repairs, and performed work.



LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REF NUMBER
Hillside Secondary	3 Rd Avenue, Windvogel, Port Elizabeth,6020	PE Van Vuuren 0414561267	NMB	1	DR39/11/2023
Tsolo Special School	Mbutho Admin Area, Tsolo, Eastern Cape	Z Makalima 047-542-9116	ORTI	1	DR40/11/2023
Total number of posts				02	

**SECURITY OFFICERS (shift working system applicable)**

**Salary Notch: R147 03 per annum (Salary level 3)**

**Requirements:** Basic Security officers' course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

**Responsibilities:** Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors to the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REF NUMBER
Winterberg PS	Durbanstraat, Sentraal, Uitenhage,6229	DJ Olivier 041 992 1303	NMB	1	SO41/11/2023
Masibambane Secondary School	Tshawuka Street, Mbilana Crescent, Kwazakhele,6205	T Yili 0414674483	NMB	1	SO42/11/2023
Jon Walton Secondary School	Rosedale Drive, Rosedale, Uitenhage,6229	A Petrus 0419881101	NMB	1	SO43/11/2023
Arcadia Secondary School	271 Rensburg Street, Arcadia, Port Elizabeth,6059	DMS Evertse 0414812247	NMB	1	SO44/11/2023
Chumani Junior Primary School	Reemar's Farm, Reeston, East London 5200	N Maholwana 062 975 9534	BCM	1	SO45/11/2023
Lindelani Senior Secondary School	Tela Location, Mt Ayliff, 4735	BN Dlali 039 254 8005	ANW	1	SO46/11/2023
Enkululekweni Primary School	Ward 54, Nu 29, Motherwell, Port Elizabeth	A Tomose	NMB	1	SO47/11/2023
Kuyasa Special School	LR Ndakana A/A, Nqamakwe,4990	C Tadwa 0827054039	SB	1	SO48/11/2023
Total number of posts				08	

**SIGNED ON** 13 November 2023

**M/ Q LUTHULI**  
**CHIEF DIRECTOR: HRM&D**



### MANAGEMENT PLAN

NO	ACTION	RESPONSIBILITY	DATE
1	Release date of Departmental advert	HRA- Provincial Office	13 November 2023
2	Closing date of advert	District HRA&P	27 November 2023
3	Create masterlist and submit to District office	Circuit Manager/Principals	29 November 2023
4	Workshop SGBs with District HR at schools on advertised posts and recruitment processes and procedures	Circuit managers with the assistance from District HRA&P to ensure compliance of documentation	30 November 2023 -01 December 2023
5	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	13 December 2023
6	Final date for submitting of recommendations to the District Office	SGB's	14 December 2023
7	Final date for completing pre-screening process and submitting SAPS fingerprints	District HRA&P	5 January 2024
8	Final date of submitting recommendation to appointing Authority	Deputy Directors HRA&P To submit as per delegation	12 January 2024
9	Final date of approval of appointment by Appointing Authority	HOD	19 January 2024
10	Final date of issuing letters of appointment	HRA DISTRICTS	26 January 2024
11	Successful candidate assumes duties	Appointees	01 February 2024