



**Western Cape  
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

## RECRUITMENT AND SELECTION

**OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN**

**NO. 1/2019**

## WESTERN CAPE EDUCATION DEPARTMENT (WCED)

### FOREWORD

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



#### 1. GENERAL INSTRUCTIONS:

##### NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

2. All posts are advertised on the department's on-line system.
3. The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: <http://e-recruitment.westerncape.gov.za/index.php>.
4. Applicants can register their profiles and apply for posts on-line. Applicants are to take cognisance of the following:
  - Applicants already registered on the system: e-Recruitment for Educators need not register again;
  - All information must be captured on the online profile;
  - The system will generate a curriculum vitae (CV) for you;
  - The uploading of documents are not necessary;
  - Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the supporting documents, which includes:
    - qualifications (degrees, diplomas, certificates etc.);
    - Valid driver's licence (if applicable);
    - ID document and other information requested by the employer;
    - an evaluation certificate from the South African Qualifications Authority (SAQA) in respect of foreign qualifications;
  - Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit in respect of non-South African citizens

5. Applicants must ensure that they click on the correct post and post number when applying for posts.
6. Only on-line applications will be considered.
7. Employees in excess will be given preference.

**8. GENERAL INFORMATION:**

- The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking (At least three 3 referees must be provided), as directed by the Department of Public Service and Administration.
- Shortlisted candidates must be prepared to do a Practical Assessment which forms part of the interview.
- **Candidates applying for posts on Salary Level 9 and higher will be subjected to a competency assessment before final decisions are made in respect of the filling of posts.**

**9. COMMUNICATION**

- Communication will be limited to those applicants who have been short-listed.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

**10. SELECTION PROCESS**

- It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED.
- The salary levels 1- 5 positions are only advertised internally. The higher salary positions are advertised externally unless stated otherwise.

- The WCED reserves the right not to make an appointment to any of the advertised posts.

NO	DISTRICT DIRECTOR	DISTRICT OFFICE	CONTACT DETAILS
1	Ms S Nowers	Metro Central	021 514 6700
2	Mr G Stander	Metro South	021 370 2000
3	Mr B Schereka	Metro East	021 900 7005
4	Mr D Millar	Metro North	021 938 3133
5	Ms H Van Ster	West Coast	021 860 1200
6	Mr J Benjamin	Cape Winelands	023 348 4600
7	Ms H Van Zyl	Overberg	028 214 7300
8	Mr D Maarman	Eden & Central Karoo	044 803 8300

#### 11. CLOSING DATE

Closing date for on-line applications: 15 February 2019 by 12:00 midnight. It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.

Date of issue: 29 January 2019

Post Title	Directorate:	Contact Person
Chief Quantity Surveyor	Infrastructure Delivery	Mr GP Nieuwoudt
Chief Civil Engineer	Physical Resource Planning & Property Management	Mr G Coetzee
Architect	Infrastructure Delivery	Mr GP Nieuwoudt
Engineer	Physical Resource Planning & Property Management	Mr G Coetzee
Deputy Director: Property Management	Physical Resource Planning & Property Management	Mr G Coetzee
Deputy Director: Client Services	Communication	Ms B Hammond
Research Analyst: Specialising in Quantitative Analysis	Research Services	Dr A Siyengo
Assistant Director: ICT Coordinator: Governance	Knowledge and Information Management	Mr A Jacobs
Assistant Director: Policy and Planning	Supply Chain Management	Mr JT Solomons
Assistant Director: Logistical Support Services	Supply Chain Management	Mr JT Solomons
Assistant Director: Digital Media and Communication Support	Communication	Ms B Hammond
Chief Works Inspector	Infrastructure Delivery	Mr GP Nieuwoudt

Admin Officer: SCM Operations (3 posts)	Supply Chain Management	Ms L Schaffers
Videographer/Editor (2 posts)	Communication	Ms B Hammond
Human Resource Practitioner: People Empowerment Services	Strategic People Management	Ms C Le Roux
State Accountant (2 posts)	Management Accounting	Mr R Eyssen
Personal Assistant	Office of the HOD	Ms L Boniface
Call Centre Agent: Safe Schools	Communication	Mr O Apollis
*Call Centre Agent: Client Services	Communication	Ms R Benting
Chief Administration Clerk: Finance	Specialised Education Support	Ms B Daniels
*Social Auxiliary Worker: HIV/AIDS Life Skills Education (8 posts) <b>(12 months contract)</b>	Curriculum Further Education and Training	Mr F Mitchel
*Admin Clerk (2 posts)	Specialised Education Support	Dr R Kemp
*Admin Clerk: Office Of The HOD	Office Of The HOD	Ms L Boniface
*Registry Clerk: Record Management	Knowledge and Information Management	Ms Z Jones
*Accounting Clerk	Financial Accounting	Ms G Abouelnaga
*Driver/Messenger	Knowledge and Information Management	Ms Z Jones

**\*NB: THESE POSTS ARE ONLY ADVERTISED WITHIN THE WESTERN CAPE GOVERNMENT**

#### District Offices

Post Title	Education District Office	No of posts
Social Worker	Metro Central	2
Social Worker: LOLT IsiXhosa	Metro Central	1
Personal Assistant	Metro Central	1
School Library Service Officer	Metro Central	1
NSNP Liaison Officer	Metro Central	1
Care and Support Officer: HIV/AIDS & TB Life Skills Education Programme	Metro Central	1
*Admin Clerk: Learner Support	Metro Central	1
*Driver/Messenger	Metro Central	1
NSNP Liaison Officer	Metro North	1
Social Worker	Metro North	3

Deputy Director: Corporate Services	Metro East	1
School Library Service Officer	Metro East	1
Care and Support Officer: HIV/AIDS & TB Life Skills Education Programme	Metro East	1
*Admin Clerk: District Circuit	Metro East	1
*Accounting Clerk	Metro East	1
Social Worker	Metro South	2
Admin Officer: People Management	Metro South	1
*SCM Clerk	Metro South	1
School Finance and Records Officer	West Coast, Vredenburg (Circuit 3)	1
School Management and Governance Officer	West Coast, Paarl	1
NSNP Liaison Officer	West Coast, Paarl	1
*Admin Clerk: People Management	West Coast, Paarl	1
School Finance & Record Officer	Cape Winelands, Worcester	1
School Enrichment Officer	Cape Winelands, Worcester	1
Social Worker	Cape Winelands, Worcester	1
Admin Support Officer: Learner Support	Cape Winelands, Worcester	1
School Library Service Officer	Cape Winelands, Worcester	1
*Accounting Clerk	Cape Winelands, Worcester	1
*Admin Clerk: Curriculum Support	Cape Winelands, Worcester	1
Admin Support Officer: District Circuits	Overberg, Caledon (Circuit 3)	2
*Accounting Clerk	Overberg, Caledon	1
e-Learning Projects Facilitator	Eden and Central Karoo, George	1
Admin Officer: Employee Relations	Eden and Central Karoo, George	1

School Library Service Officer	Eden and Central Karoo, George	1
Admin Support Officer: District Circuits	Eden and Central Karoo, George (Circuit 8)	
Admin Support Officer: District Circuits	Eden and Central Karoo, Riversdale (Circuit 1)	1
Admin Support Officer: District Circuits	Eden and Central Karoo, Mossel Bay (Circuit 2)	1
*Registry Clerk	Eden and Central Karoo, George	1
*General Worker/ Groundsman	Eden and Central Karoo, Riversdale (Circuit 1)	1
*General Worker/ Groundsman	Eden and Central Karoo, Mossel Bay (Circuit 2)	1
*General Worker/ Groundsman	Eden and Central Karoo, Knysna (Circuit 4)	1
*General Worker/ Groundsman	Eden and Central Karoo, Oudtshoorn (Circuit 5&6)	1
*General Worker/ Groundsman	Eden and Central Karoo, Beaufort West (Circuit 7)	1

**\*NB: THESE POSTS ARE ONLY ADVERTISED WITHIN THE WESTERN CAPE GOVERNMENT**

## Post Details

Post Number: 4

Post: DEPUTY DIRECTOR: CLIENT SERVICES

Directorate: DIRECTORATE: COMMUNICATION

Salary: 11

Salary 1: R 697 011

Salary 2: An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

Centre: CAPE TOWN

Requirements: A relevant National Diploma (NQF Level 6) or Degree with minimum 5 years? experience in Client Service. Experience in public service and/or the education environment with specific knowledge of the applicable employment conditions of service legislation and finance regulations. Proven communication skills in at least two of the official languages of the Western Cape Province. Valid Driver?s license. Excellent computer skills.

Duties: Management of Client Services- Call centre: Provide immediate assistance to the client/public. Act as a referral agency (for calls that can?t be dealt with and must be referred to the specific component) for all calls registered and follow-up that calls have been dealt with. Communicate clearly with clients and manage lengths of calls. Collect and capture information on database by ensuring that all calls are logged and finalized. Manage assertive customers. Develop and implement the necessary policy and procedures for this component. Knowledge and experience in IMS. Ensure that a system for client feedback on service is in place. Knowledge of the administrative functions of the CIC system. Ensure that the call centre equipment is in working order and that all the necessary tender documentation for registration is up to date. Ensure a good working relationship with CEI and service providers. Ensure that you are up to date with new legislation. Manage staff and team spirit. Institute disciplinary actions where necessary. Develop a staff development programme. Financial Management and planning. Walk-in centre: Provide immediate assistance to the client/public. Act as a referral agency (take down information and refer it to the specific component within the WCED) registered information and follow-up that query has been dealt with. Collect and capture data on database, including customer feedback. Knowledge and experience in IMS. Communicate clearly with clients and manage lengths of interaction. Ensure that an effective monitoring system is in place to log all walk-ins, their queries and to ensure finalization. Manage assertive customers. Ensure that you are up to date with new legislation. Manage staff and team spirit. Institute disciplinary actions where necessary. Develop a staff development programme. Financial Management and planning

Enquiries: Ms B Hammond 021 467 2532

Closing Date: 2019-02-15

## Post Details

Post Number: 5

Post: DEPUTY DIRECTOR: CORPORATE SERVICES

Directorate: EDUCATION DISTRICT OFFICE METRO EAST

Salary: 11

Salary 1: R 697 011

Salary 2: An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

Centre: KUILSRIVIER

Requirements: National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB drivers licence.



Duties: Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practices. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

Enquiries: Mr B Schereka 021 900 7000 (Metro East EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 6

Post: DEPUTY DIRECTOR: PROPERTY MANAGEMENT

Directorate: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT

Salary: 11

Salary 1: R 697 011

Salary 2: An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

Centre: CAPE TOWN

Requirements: B Degree (NQF Level 7) in Real Estate/ Property Management, B Degree Law or B Commerce plus five (5) years relevant experience. A valid drivers licence.

Duties: To direct and manage the implementation of property administration functions. Manage land affairs Movable and Immovable Asset Register. Manage leases- Obtain cost effective lease office accommodation, effectively manage and co-ordinate the procurement of leased accommodation. Compile budget for lease rentals. Financial control over expenditure of allocated funds. Manage Municipal Accounts. Manage use of utilities. Manage People- Manage the Asset Register team. Manage the leases sub directorate staff.

Enquiries: Mr G Coetzee 021 467 9337

Closing Date: 2019-02-15

## Post Details

Post Number: 7

Post: RESEARCH ANALYST: SPECIALISING IN QUANTITATIVE ANALYSIS

Directorate: DIRECTORATE: RESEARCH

Salary: 11

Salary 1: R 697 011

Salary 2: An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

Centre: CAPE TOWN

Requirements: A minimum of a 4 year qualification (NQF Level 7) in one of the fields of study with strong quantitative analysis. A post graduate qualification in the same fields will be a strong recommendation. At least 5 years supervisory experience in a quantitative analysis environment.

Duties: The key result areas for this position are the following: Identification and initiation of quantitative research initiatives. Undertaking and supervision of

research activities. Creation of partnerships to do research on behalf of the WCED. Data mining. Management of the departments research programme. Co-ordination of the research activities within the department. Quality Assurance of all research activities on behalf of WCED. Publishing and reporting on research findings. Client and stakeholder liaison. Human Capital Management. Financial Management.

Enquiries: Dr A Siyengo 021 467 2024  
Closing Date: 2019-02-15

## Post Details

Post Number: 8  
Post: E-LEARNING PROJECTS FACILITATOR:  
Directorate: EDUCATION DISTRICT OFFICE EDEN & CENTRAL KAROO  
Salary: 9  
Salary 1: R 356 289  
Salary 2: per annum  
Centre: GEORGE  
Requirements: National Diploma (NQF Level 6) or Degree plus 3 years experience in project management in a ICT environment preferably within education. A valid driver's licence.  
Duties: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools / district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 9

Post: CHIEF CIVIL ENGINEER: CHIEF CIVIL ENGINEER  
Directorate: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT  
Salary: PS OBE 5  
Salary 1: R 991 281  
Salary 2: Grade A per annum plus benefits. Salary depending on years of experience after registration with the professional body  
Centre: CAPE TOWN  
Requirements: Degree in Engineering with six years experience post qualification. Registered as a Professional Engineer with ECSA [Civil engineer]. A Valid Drivers Licence and Computer literate.  
Duties: Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Manage Investigative proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the compilation of briefing documentation and specifications from an engineering perspective. Manage the preparation of the User Asset Management Plan. Manage inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Manage the conducting of post project and post occupancy evaluations. Manage people.  
Enquiries: Mr G Coetzee 021 467 9337  
Closing Date: 2019-02-15

## Post Details

Post Number: 10  
Post: CHIEF WORKS INSPECTOR: INFRASTRUCTURE DELIVERY  
Directorate: DIRECTOR: INFRASTRUCTURE DELIVERY  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering.  
Duties: Prepare specifications for all types of maintenance related work. Develop bills of quantities for the above where required. Draft a report re proposals, including associated costs for maintenance projects. Implement inspections on all building projects, monitoring progress, quality on infrastructure projects. Facilitate and resolve technical problems. Implement condition assessments on school infrastructure. Manage people and finances. Assist schools to develop & manage maintenance plans. Complete NEIMS (National Education Infrastructure Management System) and do condition assessments on existing Education Infrastructure.  
Enquiries: Mr GP Nieuwoudt 021 467 2052  
Closing Date: 2019-02-15

## Post Details

Post Number: 11  
Post: ARCHITECT PRODUCTION GRADE A: INFRASTRUCTURE DELIVERY  
Directorate: DIRECTOR: INFRASTRUCTURE DELIVERY  
Salary: PS OBE 7  
Salary 1: R 585 366  
Salary 2: Grade A per annum plus benefits. Salary depending on years of

experience after registration with the professional body

Centre: CAPE TOWN

Requirements: Bachelor Degree in Architecture, Registration with SACAP as a Professional Architect, Three (3) years? experience post qualification, Valid Drivers? License and Computer literate.

Duties: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan, Prepare and/or approve Packages/ Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programme/ Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/ community structures and implementing Agent(s).

Enquiries: Mr GP Nieuwoudt 021 467 2052

Closing Date: 2019-02-15

## Post Details

Post Number: 12

Post: ENGINEER: ENGINEER

Directorate: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT

Salary: PS OBE 3

Salary 1: R 679 338

Salary 2: Grade A per annum plus benefits. Salary depending on years of experience after registration with the professional body

Centre: CAPE TOWN

Requirements: Degree in Engineering with three years? experience post qualification. Registered as a Professional Engineer with ECSA. Valid Drivers? Licence and Computer literate.

Duties: Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations.

Enquiries: Mr G Coetzee 021 467 9337

Closing Date: 2019-02-15

## Post Details

Post Number: 13

Post: QUANTITY SURVEYOR CHIEF GRADE A: CHIEF QUANTITY SURVEYOR

Directorate: DIRECTOR: INFRASTRUCTURE DELIVERY

Salary: PS OBE 4

Salary 1: R 854 154

Salary 2: Grade A per annum plus benefits. Salary depending on years of experience after registration with the professional body

Centre: CAPE TOWN

Requirements: B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six (6) years experience post qualification. Valid Drivers Licence and Computer literate.

Duties: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes. Approve Project Stage reports & designs. Manage the interface between the end-user/ community structures and Implementing Agent[s]. Manage people and budgets.

Enquiries: Mr GP Nieuwoudt 021 467 2052

Closing Date: 2019-02-15

## Post Details

Post Number: 14

Post: SOCIAL AUXILIARY WORKER: HIV/AIDS LIFE SKILLS EDUCATION (12 MONTHS CONTRACT)

Directorate: DIRECTORATE: CURRICULUM FET (INCLUDING E-LEARNING)

Salary: PS OBE 1

Salary 1: R 139 563

Salary 2: Grade 1: 139 563 ? R 157 089 per annum; Grade 2: 166 650 ? R 187 560 per annum; Grade 3: 198 987 ? R 249 831 per annum. Salary), depending on years of experience after registration with the professional body.

Centre: CAPE TOWN

Requirements: Grade 12 plus completion of the relevant learnership / applicable training to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; Valid Driver??????s license Code EB

Duties: Assistance and support to social workers and the HIV/TB liaison officer with regards to prevention, education and development programmes and relevant departmental programmes in addressing barriers to learning (e.g. life skills education, recreation programmes for the care, support, protection and development of vulnerable individuals, groups, families and communities, including specific learners at risk, prevention of pregnancies, substance abuse, HIV/AIDS and TB to learners). Accessing and establishing resources (e.g. educating the school as a community about how to access and use available resources; and capacitating communities and groups to establish resources). Administrative support (e.g. opening files, keeping records, taking minutes of meetings, keeping statistics). Research. assist in identifying trends and needs in schools. Monitor and study the social welfare services legal and policy framework continuously.

Enquiries: Mr F Mitchel 021 467 2297

Closing Date: 2019-02-15

## Post Details

Post Number: 15

Post: SOCIAL WORKER:

Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL

Salary: PS OBE 6

Salary 1: R 242 553

Salary 2: Grade 1: 242 553 ? R 281 181 per annum; Grade 2: 298 299 ? R 344 184 per annum; Grade 3: 363 507 ? R 421 404 per annum; Grade 4: 447 069 ? R 549 837 per annum. Salary depending on years of experience after registration with the professional body.

Centre: MAITLAND

Requirements: 4 year Diploma or Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions

(SACSSP) as Social Worker and proof of payment of registration for 2018-2019. Valid Code B Drivers License. 5 years experience in Social Work after registration as a Social Worker with the SACSSP.  
Recommendations: Experience in the field of child and youth care.

Duties:

Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

Enquiries:

Ms S Nowers 021 514 6700 (Metro Central EDO)

Closing Date:

2019-02-15

## Post Details

Post Number:

16

Post:

SOCIAL WORKER: LOLT ISIXHOSA

Directorate:

EDUCATION DISTRICT OFFICE METRO CENTRAL

Salary:

PS OBE 6

Salary 1:

R 242 553

Salary 2:

Grade 1: 242 553 ? R 281 181 per annum; Grade 2: 298 299 ? R 344 184 per annum; Grade 3: 363 507 ? R 421 404 per annum; Grade 4: 447 069 ? R 549 837 per annum. Salary depending on years of experience after registration with the professional body.

Centre:

MAITLAND

Requirements:

4 year Diploma or Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2018-2019. Valid Code B Drivers License. 5 years experience in Social Work after registration as a Social Worker with the SACSSP.  
Recommendations: Experience in the field of child and youth care.

Duties:

Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Bodys (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support

from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 17  
Post: SOCIAL WORKER:  
Directorate: EDUCATION DISTRICT OFFICE METRO NORTH  
Salary: PS OBE 6  
Salary 1: R 242 553  
Salary 2: Grade 1: 242 553 ? R 281 181 per annum; Grade 2: 298 299 ? R 344 184 per annum; Grade 3: 363 507 ? R 421 404 per annum; Grade 4: 447 069 ? R 549 837 per annum. Salary depending on years of experience after registration with the professional body.  
Centre: PAROW  
Requirements: 4 year Diploma or Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2018-2019. Valid Code B Drivers License. 5 years experience in Social Work after registration as a Social Worker with the SACSSP. Recommendations: Experience in the field of child and youth care.  
Duties: Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body?s (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.  
Enquiries: Mr D Milar 021 938 3000 (Metro North EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 18



**Post:** SOCIAL WORKER:  
**Directorate:** EDUCATION DISTRICT OFFICE CAPE WINELANDS  
**Salary:** PS OBE 6  
**Salary 1:** R 242 553  
**Salary 2:** Grade 1: 242 553 ? R 281 181 per annum; Grade 2: 298 299 ? R 344 184 per annum; Grade 3: 363 507 ? R 421 404 per annum; Grade 4: 447 069 ? R 549 837 per annum. Salary depending on years of experience after registration with the professional body.  
**Centre:** WORCESTER  
**Requirements:** 4 year Diploma or Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2018-2019. Valid Code B Drivers License. 5 years experience in Social Work after registration as a Social Worker with the SACSSP. Recommendations: Experience in the field of child and youth care.  
**Duties:** Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body?s (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.  
**Enquiries:** Mr J Benjamin 023 348 4600 (Cape Winelands EDO)  
**Closing Date:** 2019-02-15

## Post Details

**Post Number:** 19  
**Post:** SOCIAL WORKER:  
**Directorate:** EDUCATION DISTRICT OFFICE METRO SOUTH  
**Salary:** PS OBE 6  
**Salary 1:** R 242 553  
**Salary 2:** Grade 1: 242 553 ? R 281 181 per annum; Grade 2: 298 299 ? R 344 184 per annum; Grade 3: 363 507 ? R 421 404 per annum; Grade 4: 447 069 ? R 549 837 per annum. Salary depending on years of experience after registration with the professional body.  
**Centre:** MITCHELLS PLAIN  
**Requirements:** 4 year Diploma or Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2017-2018. Valid Code B Driver's License. 5 years experience in Social Work after registration as a Social Worker with the SACSSP. Recommendations: Experience in the field of child and youth care.  
**Duties:** Implement social work capacity building programmes for the early



identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Bodies (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

Enquiries:

Mr G Stander 021 370 2000 (Metro South EDO)

Closing Date:

2019-02-15

## Post Details

Post Number:

20

Post:

ASSISTANT DIRECTOR: DIGITAL MEDIA AND COMMUNICATION SUPPORT

Directorate:

DIRECTORATE: COMMUNICATION

Salary:

9

Salary 1:

R 356 289

Salary 2:

per annum

Centre:

CAPE TOWN

Requirements:

National Diploma (NQF Level 6) or Degree with minimum 3 years? experience in journalism and writing for the media. Social media training. Computer literacy (MS Office). Valid Driver?s license. Communication skills in at least two of the official languages of the Western Cape Province.

Duties:

Develop, maintain and manage digital media services, including content for the web, social media and digital applications; participate in strategic communication planning; provide professional communication support for WCED components; support corporate communication activities, including editorial production and media liaison, as required. Knowledge of the South African education system would be an advantage.

Enquiries:

Ms B Hammond 021 467 2532

Closing Date:

2019-02-15

## Post Details

Post Number:

21

Post:

ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE

Directorate:

DIRECTORATE: KNOWLEDGE AND INFORMATION MANAGEMENT

Salary:

9

Salary 1:

R 356 289

Salary 2:

per annum

Centre: CAPE TOWN

Requirements: National Diploma (NQF Level 6) or Degree in IT or IT related field with at least 3 years experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid drivers licence.

Duties: Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.

Enquiries: Mr A Jacobs 021 467 9322

Closing Date: 2019-02-15

## Post Details

Post Number: 22

Post: ASSISTANT DIRECTOR: POLICY AND PLANNING

Directorate: SUPPLY CHAIN MANAGEMENT

Salary: 9

Salary 1: R 356 289

Salary 2: per annum

Centre: CAPE TOWN

Requirements: An appropriate National Diploma (NQF Level 6) or Degree with 3 ?5 years management experience. A valid driver?s license. Recommendations: The ability to interpret and apply policies, strategies and legislation. The ability to work independently with limited supervision and work under pressure in order to adhere to due dates. The ability to liaise and engage with stakeholders. The ability to conduct research and draft reports. The ability to analyse, evaluate and understand audit reports.

Duties: Ensure compliance with departmental policies. Co-ordinate the completion of financial disclosure forms and the code of conduct by Head Office/District Office SCM staff. Co-ordinate the constitution of SCM committees. Perform market research in terms of vendor and commodity options. Distribution of Treasury circulars to all SCM functionaries at Head Office/District Offices. Determine WCED Supply Chain Management needs. Submission of procurement statistics to Treasury. Maintenance of the Accounting Officer?s System (AOS). Completion of forms by SCM staff security clearance Head Office. Co-ordinate procurement planning in the department. Solicitation of requisitions for goods and services in terms of the procurement plan of the Department. To support and advise responsibility managers (RM?s) and SCM officials. To ensure that the audit queries , FMIP and Internal Performance of the SCM is manage effectively.

Enquiries: Mr JT Solomons 021 467 2818

Closing Date: 2019-02-15

## Post Details

Post Number: 23

Post: ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES

Directorate: SUPPLY CHAIN MANAGEMENT  
Salary: 9  
Salary 1: R 356 289  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: An appropriate recognized 3-year qualification (Degree/National Diploma) with 3-5 years management experience. A valid drivers license.  
Duties: Administer and manage the telecommunications services, Administer and manage the GG-vehicle fleet at WCED Head office; Provide a support function to regional and local transport officers at the Education District Offices; Booking and Issuing of GG-vehicles; Investigate misuse and traffic violations; Attend to the reporting on GG-vehicle expenditure; Attend to the processing and payment of invoices; Manage the servicing and maintaining GG-vehicles; Ensure that the GG-fleet is optimally used and report overall utilization to management on a monthly basis; Attending monthly GMT Client Forums (Operational & Financial). Administer the Food Service Aid of the department. Co-ordinate and provide inputs into the quarterly and annual financial statements of the department. Attend the GMT forum meetings. Determine departmental needs in respect of telecommunications and GG Transport. Ensure compliance with departmental policies and all applicable legislation. Ensure that the applicable policies are updated as and when required. Provide support and advice responsibility managers and departmental officials. Attend to audit queries, FMIP and Internal Performance of the department in respect of telecommunications and GG transport Services.  
Enquiries: Mr JT Solomons 021 467 2818  
Closing Date: 2019-02-15

## Post Details

Post Number: 24  
Post: STATE ACCOUNTANT: MANAGEMENT ACCOUNTING  
Directorate: MANAGEMENT ACCOUNTING  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: A recognised relevant National Diploma (NQF Level 6) or Degree in in Finance. A valid Code B (manual) driver's license.  
Duties: Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the re-allocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.  
Enquiries: Mr R Eyssen 021 467 2662  
Closing Date: 2019-02-15

## Post Details

Post Number: 25

Post: VIDEOGRAPHER/EDITOR: COMMUNICATION  
Directorate: DIRECTORATE: COMMUNICATION  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: An appropriate National Diploma (NQF Level 6) or Degree in video/film production from an accredited institution (DHET) related to the duties and responsibilities specified. Minimum three years relevant experience. A valid driver's licence. Working knowledge in two of the three official languages in the Western Cape.  
Duties: Liaise with clients regarding projects. Managing projects, including schedules and timelines. Writing and editing of storyboards, scripts, voice overs and commentary. Operates video cameras, on location or in the studio, in the production of professional pre-recorded programming. Designs, transports, sets up, and operates production equipment, including audio and light-ing equipment, for field and studio productions. Recording and editing of audio voice overs and segments. Filming and editing of video programmes. Assembling and edit recorded raw material into a finished product using computer formats. The material may include camera and archive footage, photographs, dialogue, sound effects, graphics and music. Responsible for the design and writing of the final DVD, if applicable. Negotiations with DTP section regarding cover inlays and cliche. Exporting audio and DVD files to various formats depending on application e.g. social media. Digital still photography. Performs miscellaneous job-related duties as assigned. Will be required to work after hours and on weekends.  
Enquiries: Ms B Hammond 021 467 2532  
Closing Date: 2019-02-15

## Post Details

Post Number: 26  
Post: ADMINISTRATION OFFICER: SCM OPERATIONS  
Directorate: SUPPLY CHAIN MANAGEMENT  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: A relevant National Diploma (NQF Level 6) or Degree plus at least 2-years practical administrative experience including that in a purchasing/selling environment; A valid Drivers licence.  
Duties: Clarify specifications with end users regarding their needs; Compile relevant bidding documents containing detailed specifications in line with the relevant bid requirements and a tentative time-line; Consult same with the end user for sign-off; Compile bid specifications and draft bid documents; Submit specifications to the Specifications Committee; Assist with the invitation of quotations using the Integrated Procurement Solution (IPS); Create a sourcing event on the Integrated Procurement Solution (IPS); Advertise the event after determining possible suppliers for the commodity, using the Western Cape Supplier Database (WCSD); Undertake on-line adjudication of approved events; Draft memoranda to the Bid Committee and delegated official motivating the request to invite tenders; Advertise bids in the Government Tender Bulletin and other approved media (where required); Assist with the receipt and opening of bids; Clarify budget availability commensurate with cost of goods/services; Issue letters of acceptance to successful bidders; Utilize various databases in the execution of assigned tasks; Evaluate bids/quotations received; Determine capability and ability of recommended bidders; Verify bidder's declaration of interest and B-BBEE status; Consult various databases in the execution of assigned tasks; determine the capability and

ability of a recommended bidder; Compile memoranda to the Evaluation Committee/Quotation Committee/Bid Committee and delegated official regarding the award, rejection or cancellation of offers received; Present recommendations at the Evaluation/Quotation/Bid Committee meetings; Administer departmental and transversal contracts; Compile memoranda to the Bid Committee and delegated official regarding amendment, transfer, cessation, extension and termination of contracts; Investigate and remedy non-performance by contractors; Maintain various registers within the environment; Liaise with Legal Advisory Services regarding termination of contracts/restriction of suppliers in default; Deal with enquiries from suppliers and end-users; Assist with the payment of suppliers; Compile entire procurement pack compliant with all requirements.

Enquiries: Ms L Schaffers 021 467 2771  
Closing Date: 2019-02-15

## Post Details

Post Number: 27  
Post: CALL CENTRE AGENT: SAFE SCHOOLS : SAFE SCHOOLS  
Directorate: DIRECTORATE: COMMUNICATION  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate with 3 years appropriate experience. Excellent communication skills in at least two of the official languages of the Western Cape (iXhosa, English, Afrikaans). Ability to speak iXhosa is an advantage. Recommendations: Knowledge of Microsoft Office (Word, Excel and/or Access and Outlook) ,Oracle  
Duties: Providing a rational safety risk analysis in school issues/crime. Providing a first line of support to victims of abuse, violence and crime. Managing different categories of victims using psychological management plans to prevent post-traumatic stress disorders. Assessing the situation and identifying, addressing and facilitating the counselling and referral on concurrent issues, using a multi-modal approach. Plan crisis interventions for different categories of crime. Act as referral agency for all calls registered. Provision of rapid response support with regard to gang presence on school premises, and gang intimidation, threats, shootings and killings. Provision of immediate support and advice to schools in instances of vandalism and property damage, physical assault, stabbing and general fighting/ warfare. Provision of an information service to learners, educators, parents, support staff, governing bodies, with regard to issues such as rules, regulations and legislation when it comes to rights, responsibilities/ obligations. Rendering support and advice, or referring calls dealing with safety-related phenomena, including HIV/AIDS, substance abuse, trauma, teenage pregnancies, abortion and general queries. Serving as a crisis management team when required. Psycho-education of client and relevant family members. Collect and analyse data. Utilising the Safety Management budget.  
Enquiries: Mr O Apollis 021 467 2970  
Closing Date: 2019-02-15

## Post Details

Post Number: 28  
Post: CALL CENTRE CUSTOMER AGENT: CLIENT SERVICES  
Directorate: DIRECTORATE: COMMUNICATION  
Salary: 7  
Salary 1: R 242 475

Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate with a minimum of at least 6 years of relevant experience. Knowledge of PERSAL. Experience in public service and/or education environment with specific reference to applicable employment, conditions of service legislation, finance and client service environment. Proven communication skills in at least two official languages of the Western Cape Province.  
Duties: Attending to queries from WCED clients; answer clients ??????questions, and question clients to obtain a full understanding of the information required. Refer queries to back-office support where further research is required. Log all queries using relevant systems and monitor referred queries to facilitate timely responses and quality customer service. Communicate clearly and effectively with clients and colleagues and manage lengths of visits and calls. Recognise and manage assertive customers. Promote teamwork and client service success. Organise and prioritise duties and contribute to on-going systems development. Develop personal client service knowledge and skills and attend relevant training programmes. Assist Communication Directorate as required.  
Enquiries: Ms R Benting 021 467 2835  
Closing Date: 2019-02-15

## Post Details

Post Number: 29  
Post: CARE AND SUPPORT OFFICER: HIV/AIDS & TB Life Skills Education Programme  
Directorate: EDUCATION DISTRICT OFFICE METRO EAST  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: KUILSRIVIER  
Requirements: National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1 year relevant administrative experience. A valid driver?s licence.  
Duties: Coordinate and facilitate advocacy and social mobilisation Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDs & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co- curricular activities within the District. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools.  
Enquiries: Mr B Schereka 021 900 7000 (Metro East EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 30  
Post: CARE AND SUPPORT OFFICER: HIV/AIDS & TB Life Skills Education Programme  
Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum

Centre: MAITLAND  
Requirements: National Diploma/Degree (NQF Level 6) qualification in Education/ Health or Social Sciences plus 1 year relevant administrative experience. A valid drivers licence.  
Duties: Coordinate and facilitate advocacy and social mobilisation Programmes within the district (According to the Conditional Grand Framework as well as DORA) for HIV / AIDs & TB and Life Skills Education. Facilitate and coordinate all training and development regarding HIV /Aids & TB Programmes. Assist with coordination and facilitation of the co- curricular activities within the District. Responsible for the implementation of Care and Support within the District (According to the Conditional Grand Framework as well as DORA). Coordinate and facilitate the provisioning of Learning and Teaching Support Material (LTSM). Support and monitor regarding the HIV/Aids & TB and Life Skills Education Programme within public schools.  
Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 31  
Post: NSNP LIASON OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE WEST COAST  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: PAARL  
Requirements: National Diploma (NQFL 6) or degree plus 1 year relevant administrative experience. A valid code B driver???'s licence.  
Duties: Assist with the compilation of district action plans for NSNP. Check and verify, with school visits, that schools adhere to the targeting criteria and the approved NSNP objectives. Report non-compliance to the NSNP Coordination Officer. Check and verify (Monitor) that Service Providers comply with programme requirements and service level agreements. Capture and maintain relevant NSNP information Management System. Monitor the implementation of NSNP at Public Ordinary and Public Special Schools. Monitoring of warehouse(s) for NSNP. Check Stock levels and stock control systems. Check Service Providers compliance with NSNP requirements and service level agreements. Update and maintain all information management systems.  
Enquiries: Ms H Van Ster 021 860 1200 (West Coast EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 32  
Post: NSNP LIASON OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE METRO NORTH  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: PAROW  
Requirements: National Diploma (NQFL 6) or degree plus 1 year relevant administrative experience. A valid code B driver???'s licence.  
Duties: Assist with the compilation of district action plans for NSNP. Check and verify, with school visits, that schools adhere to the targeting criteria and the approved NSNP objectives. Report non-compliance to the NSNP

Coordination Officer. Check and verify (Monitor) that Service Providers comply with programme requirements and service level agreements. Capture and maintain relevant NSNP information Management System. Monitor the implementation of NSNP at Public Ordinary and Public Special Schools. Monitoring of warehouse(s) for NSNP. Check Stock levels and stock control systems. Check Service Providers compliance with NSNP requirements and service level agreements. Update and maintain all information management systems.

Enquiries: Mr D Milar 021 938 3000 (Metro North EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 33  
Post: NSNP LIASON OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: MAITLAND  
Requirements: National Diploma (NQFL 6) or degree plus 1 year relevant administrative experience. A valid code B driver?s licence.  
Duties: Assist with the compilation of district action plans for NSNP. Check and verify, with school visits, that schools adhere to the targeting criteria and the approved NSNP objectives. Report non-compliance to the NSNP Coordination Officer. Check and verify (Monitor) that Service Providers comply with programme requirements and service level agreements. Capture and maintain relevant NSNP information Management System. Monitor the implementation of NSNP at Public Ordinary and Public Special Schools. Monitoring of warehouse(s) for NSNP. Check Stock levels and stock control systems. Check Service Providers compliance with NSNP requirements and service level agreements. Update and maintain all information management systems.  
Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 34  
Post: SCHOOL ENRICHMENT OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: WORCESTER  
Requirements: National Diploma (NQFL 6) or degree plus 3 years relevant administrative experience (preferably in sport, culture or teaching environment). Valid code B drivers? licence.  
Duties: Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issue and return



of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 35  
Post: SCHOOL FINANCE AND RECORDS OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: WORCESTER  
Requirements: National Diploma (NQF 6) or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence.  
Duties: Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools' Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.  
Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 36  
Post: SCHOOL FINANCE AND RECORDS OFFICER:  
Directorate: CIRCUIT TEAM 3 VREDENBURG SP (WEST COAST)  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: VREDENBURG  
Requirements: National Diploma (NQF 6) or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence.  
Duties: Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools' Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial

management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

Enquiries: Ms H Van Ster 021 860 1200 (West Coast EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 37  
Post: SCHOOL LIBRARY SERVICE OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: MAITLAND  
Requirements: National Diploma (NQF level 6) or degree in Library and information Science or related. 1 year relevant librarian experience. Valid drivers licence.  
Duties: Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.  
Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 38  
Post: SCHOOL LIBRARY SERVICE OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: WORCESTER  
Requirements: National Diploma (NQF level 6) or degree in Library and information Science or related. 1 year relevant librarian experience. Valid drivers licence.  
Duties: Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.  
Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 39

Post: SCHOOL LIBRARY SERVICE OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE METRO EAST  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: KUILSRIVIER  
Requirements: National Diploma (NQF level 6) or degree in Library and information Science or related. 1 year relevant librarian experience. Valid drivers licence.  
Duties: Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.  
Enquiries: Mr B Schereka 021 900 7000 (Metro East EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 40  
Post: SCHOOL LIBRARY SERVICE OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE EDEN & CENTRAL KAROO  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: GEORGE  
Requirements: National Diploma (NQF level 6) or degree in Library and information Science or related. 1 year relevant librarian experience. A valid drivers licence.  
Duties: Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 41  
Post: SCHOOL MANAGEMENT AND GOVERNANCE OFFICER:  
Directorate: EDUCATION DISTRICT OFFICE WEST COAST  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: PAARL  
Requirements: National Diploma (NQF 6) or degree plus 2 years relevant administrative experience (preferably in the field of assessment and development of policies). A valid code B drivers licence.  
Duties: Check that management and governance policies are available / accessible. Assess identified key policies of management and governance

in line with prescripts. Assist the school / hostel with the development of the relevant policies in line with prescripts. Investigate, resolve and report on complaints regarding school / hostel management and governance policies. Support and followup on all required corrective actions. Report in writing and electronically on all aspects of school / hostel policies to the Assistant Director School Management and Governance. Training on and the development of school / hostel management and governance policies. Monitor the implementation of the training interventions. Coordinate the process of learner admission at district level.

Enquiries: Ms H Van Ster 021 860 1200 (West Coast EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 42  
Post: ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS  
Directorate: CIRCUIT TEAM 2 MOSSEL BAY SP (EDEN CENTRAL KAROO)  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: MOSSEL BAY  
Requirements: 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience.  
Duties: Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data / information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 43  
Post: ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS  
Directorate: EDUCATION DISTRICT OFFICE OVERBERG  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: CALEDON  
Requirements: 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience.  
Duties: Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit.

Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

Enquiries: Ms H Van Zyl 028 214 7300 (Overberg EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 44  
Post: ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS  
Directorate: EDUCATION DISTRICT OFFICE EDEN & CENTRAL KAROO  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: GEORGE  
Requirements: 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience.  
Duties: Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 45  
Post: ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS  
Directorate: CIRCUIT TEAM 1 RIVERSDALE SP (EDEN CENTRAL KAROO)  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: RIVERSDAL  
Requirements: 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience.

Duties: Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data / information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 46

Post: ADMIN OFFICER: EMPLOYEE RELATIONS OFFICER

Directorate: EDUCATION DISTRICT OFFICE EDEN & CENTRAL KAROO

Salary: 8

Salary 1: R 299 709

Salary 2: per annum

Centre: GEORGE

Requirements: A relevant National Diploma (NQF 6) or Degree with Labour law as a subject plus 3 years relevant experience within people management / labour relations environment. A valid code 8 licence.

Duties: Facilitate or advise on misconduct, grievance and disputes procedures, . Advise on investigations into allegations of misconduct. Departmental representative at disciplinary hearings. Provide support to the Head Office Directorate in relation to all cases within the Education District. Preside over cases when appointed to do so by Provincial Head Office. Update and maintain relevant information management systems. Report on misconduct cases to DCES People Management. Represent the WCED in formal dispute resolution processes; when requested. Advise on unfair labour practices, dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management. Update and maintain relevant information management systems. Report on grievances to DCES People Management. Responsible to provide training to employees within the District and stakeholders.

Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 47

Post: ADMIN OFFICER: PEOPLE MANAGEMENT

Directorate: EDUCATION DISTRICT OFFICE METRO SOUTH

Salary: 7

Salary 1: R 242 475

Salary 2: per annum

Centre: MITCHELLS PLAIN

Requirements: National Diploma (NQF 6) or degree plus 2 years clerical/administrative experience.

Duties: Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management Systems at District including schools. Render support and advice to district management regarding Employee Assistance Program (EAP). Perform supervisory functions. Assist with the process to obtain and collate training needs. Provide support to the DCES: People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES: People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the process regarding the identification and nomination of candidates / participants for in service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes.

Enquiries: Mr G Stander 021 370 2000 (Metro South EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 48

Post: ADMIN SUPPORT OFFICER: LEARNER SUPPORT:

Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS

Salary: 7

Salary 1: R 242 475

Salary 2: per annum

Centre: WORCESTER

Requirements: 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience.

Duties: Management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Learner Support Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile letters / reports pertaining to the Learner Support Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Learner Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Learner Support Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the Unit for supply chain management. Render advice and liaise w.r.t administrative matters.

Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 49

Post: PERSONAL ASSISTANT:

Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: MAITLAND  
Requirements: Secretarial Diploma or equivalent qualification with at least 3 years secretarial/administrative work and experience or Bachelors degree in Office Administration with at least 1 year work experience with advanced knowledge of relevant software packages and experience in rendering support functions to senior management.  
Duties: Plan activities for example: diary management, travel itineraries, document flow in the office; Analyse documents; Compile reports; Do basic research; Provides a secretarial/receptionist support service to the Director, which include logistical arrangements for functions, procurement, maintaining a record system and recording minutes at meetings; Rendering administrative support services in the office of the Director; Provide support to manager regarding meetings; Draft submissions, letters, internal memorandums etc.; Remain abreast with the procedures and processes that apply in the office of the Director; Support the Director with budget management including claims, procurement etc.  
Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 50  
Post: PERSONAL ASSISTANT: OFFICE OF THE HOD  
Directorate: OFFICE OF THE HOD  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Management Assistant Diploma or equivalent qualification with at least 3 years experience in a Head of Department / Ministers office or Bachelor?s degree in Office Administration with at least 1 year work experience with advanced knowledge of relevant software packages and experience in rendering support functions to senior management.  
Duties: Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met. Schedule expenditures; analyzing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.



Enquiries: Ms L Boniface 021 467 2534  
Closing Date: 2019-02-15

## Post Details

Post Number: 51  
Post: ACCOUNTING CLERK:  
Directorate: EDUCATION DISTRICT OFFICE OVERBERG  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: CALEDON  
Requirements: Senior/Matric certificate or equivalent.  
Duties: Render Financial Accounting transactions. Perform Payslip Administration.  
Perform Bookkeeping support service.  
Enquiries: Ms H Van Zyl 028 214 7300 (Overberg EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 52  
Post: ACCOUNTING CLERK:  
Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: WORCESTER  
Requirements: Senior/Matric certificate or equivalent.  
Duties: Render Financial Accounting transactions. Perform Payslip Administration.  
Perform Bookkeeping support service.  
Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 53  
Post: ACCOUNTING CLERK: FINANCIAL ACCOUNTING  
Directorate: FINANCIAL ACCOUNTING  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior/Matric certificate with Accounting as a passed subject and with a minimum of 1 year verifiable experience in a financial environment.  
Recommendation: Knowledge and experience in a financial environment.  
Knowledge of BAS, Persal will be to your advantage.  
Duties: Verify or capturing of payments on the financial system (BAS and Persal).  
Handling of queries, telephonically and in writing (incoming and outgoing).  
Management and clearing of ledger accounts. Arranging of pay overs for salary deduction accounts. Recalling of salaries. Requesting and downloading of BAS reports. Preparing and capturing of General journals.

Enquiries: Safe keeping of files, Maintain documents for reference purposes.  
Ms G Abouelnaga 021 467 2711  
Closing Date: 2019-02-15

## Post Details

Post Number: 54  
Post: ACCOUNTING CLERK:  
Directorate: EDUCATION DISTRICT OFFICE METRO EAST  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: KUILSRIVIER  
Requirements: Senior/Matric certificate or equivalent.  
Duties: Render Financial Accounting transactions. Perform Payslip Administration.  
Perform Bookkeeping support service.  
Enquiries: Mr B Schereka 021 900 7000 (Metro East EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 55  
Post: CHIEF ADMINISTRATION CLERK: FINANCE  
Directorate: DIRECTORATE: SPECIALISED EDUCATION SUPPORT  
Salary: 7  
Salary 1: R 242 475  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate, plus 6 years relevant experience in general administrative and office administration. A valid Code EB driver's licence. Experience of budgeting and financial control. Computer literacy. Proficiency in two of the three official languages of the Western Cape Province. Recommendation: Experience in the Education Department.  
Duties: Office administration. Special School learner movement administration. Full-service/inclusive schools financial administration. Capturing data and maintaining various databases. Financial processing and payments on BAS. Collecting, collating and distributing directorate information. Logistical arrangements. Any other administrative tasks as required.  
Enquiries: Ms B Daniels 021 467 2028  
Closing Date: 2019-02-15

## Post Details

Post Number: 56  
Post: ADMINISTRATION CLERK: DISTRICT CIRCUIT  
Directorate: EDUCATION DISTRICT OFFICE METRO EAST  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: KUILSRIVIER  
Requirements: Senior /Matric certificate.

Duties: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

Enquiries: Mr B Schereka 021 900 7000 (Metro East EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 57

Post: ADMINISTRATION CLERK: CURRICULUM SUPPORT

Directorate: EDUCATION DISTRICT OFFICE CAPE WINELANDS

Salary: 5

Salary 1: R 163 563

Salary 2: per annum

Centre: WORCESTER

Requirements: Senior/Matric certificate.

Duties: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

Enquiries: Mr J Benjamin 023 348 4600 (Cape Winelands EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 58

Post: ADMINISTRATION CLERK: SPECIALISED EDUCATION SUPPORT

Directorate: DIRECTORATE: SPECIALISED EDUCATION SUPPORT

Salary: 5

Salary 1: R 163 563

Salary 2: per annum

Centre: CAPE TOWN

Requirements: Senior Certificate with appropriate experience.

Duties: Perform general administration duties. Perform secretariat services regarding meetings. Assist with compilation of statistics, flow-charts, tracking sheets. Maintain an effective filing system. Type documents, checklists, standard operating procedures, memorandums, etc. Capturing of payments on BAS. Perform logistical arrangements. Processing Subsistence and Travel (S&T). Assistance in respect of financial matters. Facilitation of the procurement process. Data capturing and tracking. Generating of reports. Liaise with various stakeholders.

Enquiries: Dr R Kemp 021 467 9259

Closing Date: 2019-02-15

## Post Details

Post Number: 59

Post: ADMINISTRATION CLERK: LEARNER SUPPORT

Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL

Salary: 5

Salary 1: R 163 563

Salary 2: per annum  
Centre: MAITLAND  
Requirements: Senior Certificate.  
Duties: Render general clerical support services. Assist with office support duties within the component Learner Support. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.  
Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 60  
Post: ADMINISTRATION CLERK: OFFICE OF THE HOD  
Directorate: OFFICE OF THE HOD  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate (or equivalent).  
Duties: General office administration and secretarial duties and will include the following: Perform secretarial duties. Manage the telephone in a professional manner. Arrange appointments. Take notes and type documentation. Make photostat copies. Dispatch work. Receive visitors. Render support regarding organising of meetings. Arrange meetings/appointments. Take minutes of meetings. Organise and serve refreshments at meetings. Prepare documentation for meetings. Inform all role-players who should attend meetings. Keep records. Trace files. Maintain leave register. Record departmental and ministerial requests. Maintain records of correspondence on an electronic system (IMS). Monitor IMS. Arrange for processing of travel and accommodation claims. Make travel and accommodation arrangements. Identify and address procurement needs. Follow up all functional issues with components. Prioritise all incoming documentation. Follow up correspondence. Send faxes. Filter all documentation and correspondence.  
Enquiries: Ms L Boniface 021 467 2534  
Closing Date: 2019-02-15

## Post Details

Post Number: 61  
Post: ADMINISTRATION CLERK: PEOPLE MANAGEMENT  
Directorate: EDUCATION DISTRICT OFFICE WEST COAST  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: PAARL  
Requirements: Senior/Matric certificate plus 6 months clerical experience.  
Duties: Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.  
Enquiries: Ms H Van Ster 021 860 1200 (West Coast EDO)

Closing Date: 2019-02-15

## Post Details

Post Number: 62  
Post: REGISTRY CLERK: RECORD MANAGEMENT  
Directorate: DIRECTORATE: KNOWLEDGE AND INFORMATION MANAGEMENT  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate (or equivalent). Recommendation: A minimum of one year proven and verifiable experience in a Registry and Records Management environment will be a strong advantage.  
Duties: Administration and maintenance of WCED Electronic Mailing lists, issue Management. Disposal of archival material in terms of Archive prescripts; answering enquiries about filing/records management system. Ensuring distribution of circulars and minutes and recording thereof. Handling of confidential documents and postal article; maintaining manual file index system; Handle periodical and annual reports and delegations, etc. Identification, numbering, filing and safe-keeping of documents; Preparation, posting of documents, searching for files and documents. Jtrack ( file tracking), label printers, franking machine and other labour saving devices within the unit; Receiving of documents in hard copy and electronic format. Render a support function in terms of the maintenance and control of all archival material relevant to Head Office and the Education District Offices.  
Enquiries: Ms Z Jones 021 467 2766  
Closing Date: 2019-02-15

## Post Details

Post Number: 63  
Post: REGISTRY CLERK:  
Directorate: EDUCATION DISTRICT OFFICE EDEN & CENTRAL KAROO  
Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: GEORGE  
Requirements: Senior/Matric certificate.  
Duties: Provide registry counter services. Handle incoming and outgoing correspondence. Opening and close files according to record classification system. Print / filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Receive and sending of faxes.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 64  
Post: SCM CLERK:  
Directorate: EDUCATION DISTRICT OFFICE METRO SOUTH

Salary: 5  
Salary 1: R 163 563  
Salary 2: per annum  
Centre: MITCHELLS PLAIN  
Requirements: Senior/Matric Certificate or equivalent.  
Duties: Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.

Enquiries: Mr G Stander 021 370 2000 (Metro South EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 65  
Post: DRIVER/MESSENGER:  
Directorate: EDUCATION DISTRICT OFFICE METRO CENTRAL  
Salary: 4  
Salary 1: R 136 800  
Salary 2: per annum  
Centre: MAITLAND  
Requirements: Grade 10 plus 7 months relevant experience. A valid driver's licence EB.  
Duties: Drive light and medium motor vehicles to transport passengers and deliver other items (mail/documents/petty cash/goods). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Collect and deliver documentation and related item in the district. Copy and fax documents. Assist in the registry.

Enquiries: Ms S Nowers 021 514 6700 (Metro Central EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 66  
Post: DRIVER/MESSENGER: RECORD MANAGEMENT  
Directorate: DIRECTORATE: KNOWLEDGE AND INFORMATION MANAGEMENT  
Salary: 4  
Salary 1: R 136 800  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: Senior Certificate (or equivalent) and a valid drivers licence.  
Duties: Render driving and messenger services; collecting, delivering and posting of letters, documents, parcels, records and other (walking and driving). Picking up documents from various pick-up stations. Check that vehicle is in a roadworthy condition. Assist with the execution of functions of record division. Records documentation received and delivered in a register. Transport parcels daily and officials in emergency cases when no alternative transport is available. Transport passengers to and from

designated destinations when no alternative transport is available. Minor maintenance to vehicle when necessary (e.g. changing a flat tyre, washing vehicle, etc.).

Enquiries: Ms Z Jones 021 467 2766  
Closing Date: 2019-02-15

## Post Details

Post Number: 67  
Post: GENERAL WORKER/GROUNDSMAN:  
Directorate: CIRCUIT TEAM 7 BEAUFORT WEST SP (EDEN C/KAROO)  
Salary: 2  
Salary 1: R 96 549  
Salary 2: per annum  
Centre: BEAUFORT WEST  
Requirements: ABET (Ability to read and write).  
Duties: Perform general work. Maintain premises / building. Maintain the garden and outside areas.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 68  
Post: GENERAL WORKER/GROUNDSMAN:  
Directorate: CIRCUIT TEAM 5 OUDTSHOORN SP (EDEN CENTRAL KAROO)  
Salary: 2  
Salary 1: R 96 549  
Salary 2: per annum  
Centre: OUDTSHOORN  
Requirements: ABET (Ability to read and write).  
Duties: Perform general work. Maintain premises / building. Maintain the garden and outside areas.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 69  
Post: GENERAL WORKER/GROUNDSMAN:  
Directorate: CIRCUIT TEAM 4 KNYSNA SP (EDEN CENTRAL KAROO)  
Salary: 2  
Salary 1: R 96 549  
Salary 2: per annum  
Centre: KNYSNA  
Requirements: ABET (Ability to read and write).  
Duties: Perform general work. Maintain premises / building. Maintain the garden and outside areas.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 70  
Post: GENERAL WORKER/GROUNDSMAN:  
Directorate: CIRCUIT TEAM 2 MOSSEL BAY SP (EDEN CENTRAL KAROO)  
Salary: 2  
Salary 1: R 96 549  
Salary 2: per annum  
Centre: MOSSEL BAY  
Requirements: ABET (Ability to read and write).  
Duties: Perform general work. Maintain premises / building. Maintain the garden and outside areas.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 71  
Post: GENERAL WORKER/GROUNDSMAN:  
Directorate: CIRCUIT TEAM 1 RIVERSDALE SP (EDEN CENTRAL KAROO)  
Salary: 2  
Salary 1: R 96 549  
Salary 2: per annum  
Centre: RIVERSDAL  
Requirements: ABET (Ability to read and write).  
Duties: Perform general work. Maintain premises / building. Maintain the garden and outside areas.  
Enquiries: Mr D Maarman 044 803 8300 (Eden & Central Karoo EDO)  
Closing Date: 2019-02-15

## Post Details

Post Number: 72  
Post: HUMAN RESOURCE PRACTITIONER: PEOPLE EMPOWERMENT SERVICES  
Directorate: DIRECTORATE: STRATEGIC PEOPLE MANAGEMENT  
Salary: 8  
Salary 1: R 299 709  
Salary 2: per annum  
Centre: CAPE TOWN  
Requirements: A National Diploma (NQF Level 6) or Degree in majoring in Human Resource Development/Human Resource Management/Industrial Psychology. Three (3) years??? relevant experience in human resource development and training. A valid Code EB driver???'s licence. Computer literacy (Microsoft Suite) and the ability to use at least Excel Intermediate or Advance. Knowledge and experience of Payroll systems and payment systems. Proficiency in two of the three official languages of the Western Cape Province.  
Duties: Administer the implementation of public service bursaries, including payments and management of the bursary contracts. Manage the public service bursary budgets. Monitor bursar progress and liaise with various Higher Education Institutions. Facilitate the Compulsory Induction



Programme for all salary levels including SMS members. Co-ordinate the Internship Programme and facilitate amongst others the Graduate and the PAY Project. Assist with the appointment and training of Mentors. Maintain the databases of the People Empowerment Services programmes. Coordinate the implementation of the Recognition of Improved Qualification. Compile quarterly and monthly reports related to the People Empowerment services programmes. Handling of all queries. Supervision of a small team.

Enquiries:

Ms C Le Rox 021 467 9334

Closing Date:

2019-02-15

**Note:**

Special characters on CV have been removed by the system.

Spesiale karakters op CV is deur stelsel verwyder.