



## DEPARTMENT OF EDUCATION

### Erratum

#### **A. The Department would like to correct the following information for Office Based Educators.**

Please note that the post information for the following posts which was published on Provincial and Departmental Website was erroneously advertised see the below corrected details:

1. The repetition of one (1) post allocated for Joe Gqabi was incorrectly advertised for the post of Chief Education Specialist (CMC Head) Ref. CЕСSMCH12/08/2023. The district it should be allocated to is Amathole West (1 post).
2. Withdraw the post of Chief Education Specialist (CMC HEAD) Ref. CЕСSMCH12/08/2023 for Amathole East (1 posts), Buffalo City Metro (1 post) and OR Tambo Inland (1 post)
3. An incorrect allocation to Parkland Special School – Buffalo City Metro (2 Posts was advertised in the post of Education Therapist School-Based (Speech and Language) (Grade 1). Only one post is allocated to Parkland Special School – Buffalo City Metro.
4. The post of Education Therapist School-Based (Occupational Therapist) (Grade 1) was advertised which omitted Parkland Special School – Buffalo City Metro (1 post).
5. The posts of CES: HRD and Labour Relations were advertised with incorrect job title. The correct job title is CES: EEA Employee Relations.
6. To withdraw the post of Chief Education Specialist (CMC HEAD) Ref. CЕСSMCH12/08/2023 for Alfred Nzo West (1 post).

#### **B. The Department would like to correct the following information for Public Service Act positions advertised in Public Vacancy Circular 29 of 2023 on the 18 August 2023, Provincial and Departmental Website.**

1. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website the below-mentioned post has been erroneously advertised with the incorrect job title, incorrect allocation to Joe Gqabi and omitted duties. the correct information are as follows:

**DEPUTY DIRECTOR: District PSA Employee Relations and Performance Management: (4 POSTS)**

**Directorate: Human Resources**

**Salary Notch:** R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The



remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDHRD31/08/2023) Centre: Nelson Mandela Bay (1 post), O R Tambo Coastal (1 post), O R Tambo Inland (1 post), Amathole West (1 post).

**DUTIES:** Provide employee relations management services for Public Service Act employees. Manage dispute and grievance management services in the District. Management employer and employee organizational coordination services. Manage disciplinary management administrative services. Manage human information management. Manage technical advisory services to the district and public-school management teams. Manage and provide employee wellness services. Oversee the implementation of occupational health and safety measures in the District. Manage HIV/AIDs/TP prevention coordination services in the district. .

Enquiries: Mr Luthuli (040 6084200)

For e-Recruitment Enquiries, eMail: [sanet.nieuwenhuys@ec.gov.za](mailto:sanet.nieuwenhuys@ec.gov.za)

2. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website the below-mentioned post has been erroneously advertised with incorrect duties. the correct information are as follows:

**DEPUTY DIRECTOR: Youth and Special Programmes**

***The post is earmarked for disabled.***

**Directorate: Special Programmes**

**Salary Notch:** R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDCOR34/08/2023) Centre:- Zwelitsha

**DUTIES:** To Develop specific policies /strategies, mainstream gender and youth development with policies and programmes and lead in conceptualization and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate gender and youth development at all levels. Provide analytical research, and strategic support as well as coordination role on Eastern Cape Department of Education provincial plan of action on Gender and Youth Development. Coordinate the implementation of National Youth Strategy, National Strategy on Gender Based Violence and Femicide, Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing framework and the Provincial Integrated Anti-Poverty Strategy.

**Enquiries:** Ms. Z Njotini (Tel No-040 4200)

For e-Recruitment Enquiries, eMail: [sanet.nieuwenhuys@ec.gov.za](mailto:sanet.nieuwenhuys@ec.gov.za)



3. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website, the below position has been advertised as one post. The Department has two posts; therefore, the correct information are as follows:

LEGAL ADMIN OFFICERS (M1 to M5) (2 POSTS)

Directorate: Legal Services

Salary Band: R 228 915 to R1 005 801 per annum (Salary will be in accordance with OSD determination).

Ref. LAO 78/08/2023

Centre: Mandla Makupula Leadership Institute, East London

4. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website, the below position was issued with incorrect qualifications and duties, therefore the correct information are as follows:

**ASSISTANT DIRECTOR – STAKEHOLDER MANAGEMENT**

**DIRECTORATE:** Stakeholder Management & Citizen Care Services

**SALARY NOTCH:** R 424 104- R 496 467 (Level 09)

**REF.** ADEMIS67/08/2023

**CENTRE:**– Zwelitsha

**REQUIREMENTS:** NQF 6/7 in Stakeholder Management/Public Relations/Project Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Ability to keep up with a changing education environment; Knowledge and skills in supporting teachers on curriculum activities. Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of the Education Sector will be an added advantage.

**DUTIES:** Provide professional guidance through the implementation of systems and structure that allows effective management. Conduct regular on-site visits to teachers in schools. Coordinate and manage priorities and projects. Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning. Conduct analysis of data collected. Facilitate workshops and training sessions on behalf of sections. Ensure effective and efficient utilization of resources and information services. Report to managers regarding interventions and progress. Provide support in the development of engagement programmes. Monitor and assess progress and impact of stakeholder participation in departmental programmes. Provide support in the facilitation of the formation of stakeholder committees and forums. Provide guidance on agenda for stakeholder committees and



forums. Coordinate stakeholders' needs assessment surveys. Provide event management services: Develop and maintain the event management framework and instruments. Manage the provisioning of logistical arrangements for departmental events. Manage formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Provide advice on the design of the marketing tools. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Mr C Mdingi (040-608 4200)

- 5. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website, the below position is within Infrastructure Planning Directorate and not Infrastructure Delivery Management as advertised.**
- 6. In the Public Vacancy Circular 29 of 2023 on the 18 August 2023 and Departmental Website, the following position of Director: School Health, Safety and learner enrichment was advertised as Chief Directorate under Chief Directorate: Curriculum Management. The correct Chief Directorate is Learner Development and Social Support Services**

**Extension of closing date for the above positions advertised will be until 22 September 2023.**

***The Department regrets any inconvenience caused.***

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**MR Q LUTHULI  
A/CD: HRM&D  
HEAD OFFICE**