



## VACANT NON-TEACHING SUPPORT STAFF POSITIONS

### DEPARTMENTAL ADVERT 04 of 2025

**Placement date: 27 June 2025**

**Closing Date: 11 July 2025**

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and learner disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications. In addition, these vacancies give preference to former special school learners and applicants with disabilities, learner disability and learners from school of skills provided they meet the minimum requirements and are able to perform all the duties required. Successful candidates will be required to **work shift system.**

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

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

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**POSTS****FARM MANAGER****(Candidates who applied previously for this position are advised to re-apply)****SALARY NOTCH: R 325 101.00 – R 382 959.00 per annum (Salary level 07)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Hoer Landbouskool Marlow	Chris Hani West	01	DOE-FM01/06/2025

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.

**DUTIES:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

**FARM FOREMAN****(Candidates who applied previously for this position are advised to re-apply)****SALARY NOTCH: R 228 321.00 - R 268 950.00 per annum (Salary level 05)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Clarkebury Agric HS	Chris Hani East	01	DOE-FF02/06/2025

**REQUIREMENTS:** A Senior Certificate. Three (3) years' Experience as General Worker would be an added advantage. Knowledge of basic safety precautions in handling hazardous material / liquids. Event services / preparations, Use of cleansing equipment, Maintenance / care of cleaning equipment. Must be honest and work with integrity. Be professional and self-driven. Good communication skills (written and verbal skills).

**DUTIES:** Execute routine activities in respect of crop production which would inter alia include the following: - Irrigation of crops, Soil cultivation and preparation e.g., Cleaning, Ploughing, etc. Apply chemical crop protection e.g., operate a knapsack Reaping, grading, weighing, packing and storage of a farm produce Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute activities in respect of livestock which would inter alia

include the following: - Care for sick livestock, Dipping, vaccination & dosing, assist with calving, lambing, hatching etc. Count livestock, Shepherding, moving, weighing of livestock, Slaughtering, culling, Weighing, milling, mixing of feeds, Stacking, and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: - Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/offloading. Execute general routine activities in respect of infrastructure which would inter alia include the following: - Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

### SCHOOL ADMINISTRATION CLERK

(Candidates who applied previously for this position are advised to re-apply)

**SALARY NOTCH: R 228 321.00 - R 268 950.00 per annum (Salary level 05)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Billy Technical	Alfred Nzo East	01	DOE-SC03/06/2025
Xolobeni Technical	Alfred Nzo East	01	DOE-SC04/06/2025
Zwelonke SS	Alfred Nzo East	01	DOE-SC05/06/2025
Nkanji PS	Alfred Nzo West	01	DOE-SC06/06/2025
Upper Mvenyane PS	Alfred Nzo West	01	DOE-SC07/06/2025
Mzongwana PS	Alfred Nzo West	01	DOE-SC08/06/2025
Bokamoso SPS	Alfred Nzo West	01	DOE-SC08/06/2025
Niyona SPS	Alfred Nzo West	01	DOE-SC10/06/2025
Moeketsi Grave SS	Alfred Nzo West	01	DOE-SC11/06/2025
Sigidini SPS	Alfred Nzo West	01	DOE-SC12/06/2025
Kwa-Shushu SSS	Alfred Nzo West	01	DOE-SC13/06/2025
Enoch Mamba SSS	Amathole East	01	DOE-SC14/06/2025
Biyana PS	Amathole East	01	DOE-SC15/06/2025
Cunningham SSS	Amathole East	01	DOE-SC16/06/2025
Qotongo JSS	Amathole East	01	DOE-SC17/06/2025
BCM Inner City PS	Buffalo City Metro	01	DOE-SC18/06/2025
St Johns Road JSS	Buffalo City Metro	01	DOE-SC19/06/2025
De Vos Malan HS	Buffalo City Metro	01	DOE-SC20/06/2025
Gubenxa PS	Chris Hani East	01	DOE-SC21/06/2025
Nolusapho PS	Chris Hani East	01	DOE-SC22/06/2025
Zanengqele PS	Chris Hani East	01	DOE-SC23/06/2025
Ngxabangu PS	Chris Hani East	01	DOE-SC24/06/2025
Quluqu PS	Chris Hani East	01	DOE-SC25/06/2025
Thembelihle PS	Chris Hani West	01	DOE-SC26/06/2025
Inyathi HS	Chris Hani West	01	DOE-SC27/06/2025
Hoër Landbouskool Marlow	Chris Hani West	01	DOE-SC28/06/2025
Upper Lahlangubo PS	Chris Hani West	01	DOE-SC29/06/2025
Solomon Akena PS	Chris Hani West	01	DOE-SC30/06/2025

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Mzamo SSS	Chris Hani West	01	DOE-SC31/06/2025
Mabele JSS	Joe Gqabi	01	DOE-SC32/06/2025
Laeskool Burgersdorp	Joe Gqabi	01	DOE-SC33/06/2025
Mzimkhulu PS	Joe Gqabi	01	DOE-SC34/06/2025
Bishop Demont High	Joe Gqabi	01	DOE-SC35/06/2025
Ethembeni SS	Joe Gqabi	01	DOE-SC36/06/2025
Jamangile SS	Joe Gqabi	01	DOE-SC37/06/2025
Sivukile PS	OR Tambo Coastal	01	DOE-SC38/0/2025
Port St Johns JSS	OR Tambo Coastal	01	DOE-SC39/06/2025
Tungweni JSS	OR Tambo Coastal	01	DOE-SC40/06/2025
Mvume Spring PS	OR Tambo Coastal	01	DOE-SC41/06/2025
Hillbrow PS	OR Tambo Coastal	01	DOE-SC42/06/2025
Tandanani SSS	OR Tambo Inland	01	DOE-SC43/06/2025
Nohlutha JSS	OR Tambo Inland	01	DOE-SC44/06/2025
Lower Mateko PS	OR Tambo Inland	01	DOE-SC45/06/2025
Gabazi JSS	OR Tambo Inland	01	DOE-SC46/06/2025
Jumba SSS	OR Tambo Inland	01	DOE-SC47/06/2025
Mount Packard SPS	OR Tambo Inland	01	DOE-SC48/06/2025
Attwell Madala HS	OR Tambo Inland	01	DOE-SC49/06/2025
Dalibaso SS	OR Tambo Inland	01	DOE-SC50/06/2025
Lutubeni SS	OR Tambo Inland	01	DOE-SC51/06/2025
St Johns College	OR Tambo Inland	01	DOE-SC52/06/2025
Jongingwe PS	OR Tambo Inland	01	DOE-SC53/06/2025
Majola PS	OR Tambo Inland	01	DOE-SC54/06/2025
Aeroville SS	Sarah Baartman	01	DOE-SC55/06/2025
Spandau PS	Sarah Baartman	01	DOE-SC56/06/2025
Paul Sauer HS Hostel	Sarah Baartman	01	DOE-SC57/06/2025
Hoerskool McLachlan	Sarah Baartman	01	DOE-SC58/06/2025
Humansdorp SS	Sarah Baartman	01	DOE-SC59/06/2025
Willowmore SS	Sarah Baartman	01	DOE-SC60/06/2025
St. Colmcile PSS	Sarah Baartman	01	DOE-SC61/06/2025
Jansenville PS	Sarah Baartman	01	DOE-SC62/06/2025
Aviation School	Sarah Baartman	01	DOE-SC63/06/2025
Pearston PS	Sarah Baartman	01	DOE-SC64/06/2025
Narsing Street PS	Sarah Baartman	01	DOE-SC65/06/2025
<b>TOTAL</b>		<b>63</b>	

**REQUIREMENTS:** The ideal candidate must be in possession of Grade 12 or equivalent qualification. An exposure within admin/ corporate services environment will serve as an added advantage. **SKILLS:** Good customer service. Proven clients focus and orientation experience. Sound interpersonal skills. Honesty and integrity. Basic Computer literacy and Numeracy. Good written and verbal communication skills. Preference will be given to candidates from the local area where the position is based.

**DUTIES:** Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle

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routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture learners and educator data on SASSAMS. Provide general administration duties.

### HOUSEKEEPING SUPERVISORS (shift working system applicable)

(Candidates who applied previously for this position are advised to re-apply)

**SALARY NOTCH: R 193 359.00 - R 227 766.00 per annum (Salary level 04)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Blythswood Institution	Amathole East	02	DOE-HS65/06/2025
Hoër Landbouskool Marlow	Chris Hani West	01	DOE-HS66/06/2025
Gamble Street	Nelson Mandela Bay	01	DOE-HS67/06/2025
Gelvandale High School	Nelson Mandela	02	DOE-HS68/06/2025
Efata SS	OR Tambo Inland	01	DOE-HS69/06/2025
Aviation School	Sarah Baartman	02	DOE-HS70/06/2025
Willowmore SS Hostel	Sarah Baartman	02	DOE-HS71/06/2025
Spandau PS	Sarah Baartman	01	DOE-HS72/06/2025
Aeroville SS	Sarah Baartman	02	DOE-HS73/06/2025
Jansenville PS	Sarah Baartman	01	DOE-HS74/06/2025
<b>TOTAL</b>		<b>15</b>	

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

**DUTIES:** The role of a senior housekeeping supervisor in a special needs hostel involves overseeing the cleanliness, organization, and overall maintenance of the facility to ensure a safe and comfortable environment for residents with special needs. The key duties include the following: Housekeeping staff Management: Supervise and lead the housekeeping team, providing guidance, training, and support. Assign tasks and responsibilities to staff members, ensuring efficient workload distribution, conduct regular performance evaluations and provide feedback to improve performance. Cleaning and Maintenance: Ensure that all living

areas, common spaces, and facilities are clean, sanitized, and well-maintained. Develop and implement cleaning schedules to address specific needs and maintain high standards of cleanliness. Monitor and oversee cleaning tasks, ensuring compliance with hygiene and safety standards. Implement infection control measures to prevent the spread of illnesses. Inventory Management: Maintain an inventory of cleaning supplies, equipment, and materials. Coordinate procurement and replenishment of supplies as needed to ensure a consistent and well-stocked inventory. Health and Safety Compliance: Ensure that housekeeping practices adhere to health and safety regulations, especially considering the needs of residents with special requirements. Special Needs Considerations: Collaborate with care staff to understand specific needs and preferences of residents with disabilities or medical conditions. Adjust cleaning procedures and schedules to accommodate unique requirements. Emergency Preparedness: Develop and communicate emergency response plans to the housekeeping team to ensure residents' safety during crises. Conduct drills and training exercises to prepare staff for emergency situations. Quality Assurance: Conduct regular inspections to assess the cleanliness and maintenance of the facility. Address any issues or deficiencies promptly to maintain a high standard of cleanliness. Record Keeping: Keep accurate records of cleaning schedules, inspections, and maintenance activities. Document any incidents, repairs, or improvements made within the facility.

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

*(Candidates who applied previously for this position are advised to re-apply)*

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Lucwaba JSS	Alfred Nzo East	01	DOE-SG75/06/2025
AD Tshayingca SSS	Alfred Nzo East	01	DOE-SG76/06/2025
Ndakeni PS	Afred Nzo West	01	DOE-SG77/06/2025
Ncapayi JSS	Amathole East	01	DOE-SG78/06/2025
Bythswood Institution	Amathole East	02	DOE-SG79/06/2025
Zamukukhanya PS	Amathole West	02	DOE-SG80/06/2025
Auckland PS	Amathole West	01	DOE-SG81/06/2025
Zanolwazi SSS	Amathole West	01	DOE-SG82/06/2025
Jongilanga HS	Buffalo City Metro	01	DOE-SG83/06/2025
Ezpondo JPS	Buffalo City Metro	01	DOE-SG84/06/2025
Bethelsdorp Comprehensive	Nelson Mandela Bay	01	DOE-SG85/06/2025
Arcadia Secondary	Nelson Mandela Bay	01	DOE-SG86/06/2025
Northern Lights	Nelson Mandela Bay	01	DOE-SG87/06/2025
Hillside Technical High	Nelson Mandela Bay	01	DOE-SG88/06/2025
Ndzondelelo High	Nelson Mandela Bay	01	DOE-SG89/06/2025
Alpha Primary	Nelson Mandela Bay	01	DOE-SG90/06/2025
Emsengeni Primary	Nelson Mandela Bay	01	DOE-SG91/06/2025
De Vos Malan Primary	Nelson Mandela Bay	01	DOE-SG92/06/2025
Zanolwazi Secondary	Nelson Mandela Bay	01	DOE-SG93/06/2025
Nosipho Primary	Nelson Mandela Bay	01	DOE-SG94/06/2025
St Thomas SSS	Nelson Mandela Bay	01	DOE-SG95/06/2025
Darabe PS	OR Tambo Inland	01	DOE-SG96/06/2025
Masibambisane PS	OR Tambo Inland	01	DOE-SG97/06/2025
Seaview SSS	OR Tambo Inland	01	DOE-SG98/06/2025
Mpeko SPS	OR Tambo Inland	01	DOE-SG99/06/2025

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Dalibaso SSS	OR Tambo Inland	01	DOE -SG100/06/2025
Zamukulungisa	OR Tambo Inland	01	DOE-SG101/06/2025
Humansdorp SS	Sarah Baartman	01	DOE-SG102/06/2025
<b>TOTAL</b>		<b>30</b>	

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

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

### **TEACHER AND CLASS ASSISTANTS (shift working system applicable)**

*(Candidates who applied previously for this position are advised to re-apply)*

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Parklands SS	BCM	01	DOE-TA103/06/2025
Lingomsulethu	OR Tambo Inland	02	DOE-TA104/06/2025
<b>TOTAL</b>		<b>03</b>	

**REQUIREMENTS:** A grade 10 or school leaving certificate and testimonial from principal, Proof of being part of PEYI will be an advantage Good communication skills and Good Customer Care, Acceptance of responsibility and be able to identify learner needs and strengths, Promote welfare of learners and their rights to learn, Create opportunities for learners to participate in activities, Ability to learn and motivate learners to build self-esteem, Willingness to work with learners with special education needs (disabled learners), An understanding of learners human rights, An understanding Public Service principles, Be able to identify positive aspects or talents of the disabled learners, Treat the disabled learners with respect and dignity

**DUTIES:** Provide general support and assistance for teaching and learning in the Resource Class, with special reference to learners with barriers to learning. Assist the Resource Class Educator within the class re- classroom organization and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the educator teaches a group of learners; Work closely with the Resource Class Educator and assist him/her with administrative tasks; Read and tell stories

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to small group of learners (language development programme) Listen to groups of learners reading; Consolidate sounds and words with small groups of learners (according to directives of Resource Class Educator. Support learners in small groups to develop perceptual skills (e.g., activities: puzzle construction, threading, Colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned for the Resource Class Invigilating learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comfort and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Resource Classroom tidy (in co-operation with learners who have responsibility for the management of their own learning environment) Assist with the preparation, distribution, collection and storage of LTSM (Learner and Teaching Support Material) while encouraging learners to participate actively. Assist with fundraising efforts.

**DRIVER/HANDYMAN (shift working system applicable)**

***(Candidates who applied previously for this position are advised to re-apply)***

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Fundisa SS	Amathole East	1	DOE-DH105/06/2025
Breidbach PS	Buffalo City Metro	1	DOE-DH106/06/2025
Parklands SS	Buffalo City Metro	2	DOE-DH107/06/2025
Vukuhambe SS	Buffalo City Metro	1	DOE-DH108/06/2025
Amasango Career School	Joe Gqabi	1	DOE-DH109/06/2025
Ikwezi Lokusa SPS	OR Tambo Inland	1	DOE-DH110/06/2025
Lingomsulethu SS	OR Tambo Inland	1	DOE-DH111/06/2025
Aviation School	Sarah Baartman	2	DOE-DH112/06/2025
<b>TOTAL</b>		<b>10</b>	

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

**DUTIES:** Safely transport learners, goods, or materials to designated locations following traffic rules and regulations. Adhere to safety policies of ECDOE while performing driving duties. Respond promptly and appropriately to emergencies or accidents, ensuring the safety of passengers and the vehicle. Maintain a clean and well-maintained vehicle, conducting regular inspections and addressing any maintenance or repair needs. Plan efficient routes to optimize time and fuel consumption while ensuring timely arrivals. Maintain and complete logbook daily before and after each trip. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles Keep petrol slips after each trip and sign. Submit Logbook and petrol slips to the SMT at the end of each month. Assist passengers, including individuals with special needs, in embarking and disembarking the vehicle. Assist



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with loading and unloading of goods or equipment as needed. Perform general maintenance and repair tasks across the facility, including plumbing, electrical, and carpentry work. Inspect, troubleshoot, and repair faulty equipment, fixtures, and appliances. Ensure the safe and proper operation of various systems, such as HVAC, lighting, and security. Perform routine maintenance tasks, such as painting, cleaning, and minor renovations. Collaborate with other staff members to coordinate maintenance activities without disrupting daily operations. Maintain accurate records of maintenance tasks, repairs, and performed work.

### GENERAL ASSISTANTS (shift working system applicable)

*(Candidates who applied previously for this position are advised to re-apply)*

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Nompumalanga SS	Alfred Nzo East	01	DOE-GA113/06/2025
Mount Hargreaves SS	Alfred Nzo West	02	DOE-GA114/06/2025
Sive SS	Alfred Nzo West	01	DOE-GA115/06/2025
Tyelimhlophe Agricultural School	Alfred Nzo West	01	DOE-GA116/06/2025
Noliitha SS	Alfred Nzo West	01	DOE-GA117/06/2025
Mkwezana Full-Service School	Buffalo City Metro	01	DOE-GA118/06/2025
St Patricks SS	Buffalo City Metro	01	DOE-GA119/06/2025
Parklands SS	Buffalo City Metro	01	DOE-GA120/06/2025
Breidbach PS	Buffalo City Metro	01	DOE-GA121/06/2025
Mt Fletcher SS	Joe Gqabi	01	DOE-GA122/06/2025
Sigcau SS	OR Tambo Coastal	01	DOE-GA123/06/2025
Chubekile HS	Nelson Mandela Bay	01	DOE-GA124/06/2025
Fumisukoma PS	Nelson Mandela Bay	01	DOE-GA125/06/2025
Northern Lights SS	Nelson Mandela Bay	01	DOE-GA126/06/2025
Mzam'Omhle SS	Nelson Mandela Bay	01	DOE-GA127/06/2025
Winterberg PS	Nelson Mandela Bay	01	DOE-GA128/06/2025
Gelvandale SSS	Nelson Mandela Bay	01	DOE-GA129/06/2025
Arcadia HS	Nelson Mandela Bay	01	DOE-GA130/06/2025
Gamble Street SSS	Nelson Mandela Bay	01	DOE-GA131/06/2025
Boet Jegels PS	Nelson Mandela Bay	01	DOE-GA132/06/2025
Seaview PS	OR Tambo Inland	01	DOE-GA133/06/2025
Dalindyebo SSS	OR Tambo Inland	01	DOE-GA134/06/2025
Patensie SSS	Sarah Baartman	01	DOE-GA135/06/2025
Humansdorp SSS	Sarah Baartman	01	DOE-GA136/06/2025
Hoerskool McLachlan	Sarah Baartman	01	DOE-GA137/06/2025
Aviation School	Sarah Baartman	02	DOE-GA138/06/2025
Willowmore SS Hostel	Sarah Baartman	01	DOE-GA139/06/2025
Paul Sauer HS Hostel	Sarah Baartman	01	DOE-GA140/06/2025
<b>TOTAL</b>		<b>30</b>	

**REQUIREMENTS:** A grade 9 or school leaving certificate and testimonial from principal. Proof of being part of PEYI will be an advantage. Applicant must be able to communicate, express a clear willingness, acknowledge, respect, promote and prioritize the welfare of learners with disabilities, have a clear understanding of Public Service principles which is based on respect, dignity and inclusivity. Upholding the learner privacy and respect their personal choices.

**DUTIES:** A hostel assistant in a hostel for learners with special educational needs has multifaceted responsibilities that revolve around providing care, support, and ensuring a conducive environment for these learners. Duties encompass various areas, including laundry services, cooking meals, and learner personal care, and as directed by the supervisors. If operational requirements required, assistance at schools might be required. Personal care includes assisting learners with special needs in daily activities such as bathing, dressing, grooming, and toileting, providing mobility support and helping with the use of assistive devices, ensuring learners are comfortable, well-positioned, and safe. Laundry Services including the washing, drying, and folding LEARNERS' clothes and personal items. Kitchen services include cooking, cleaning and preparing nutritious meals that cater to learners' dietary requirements and preferences.

**FOOD SERVICE AID (shift working system applicable)**

*(Candidates who applied previously for this position are advised to re-apply)*

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Zamokuhle SS	Alfred Nzo East	01	DOE-FA141/06/2025
Molteno HS	Chris Hani West	01	DOE-FA142/06/2025

**REQUIREMENTS:** Applicants must be in possession of an NQF level 1 to 4 qualification plus exposure in refreshment preparation, etiquette, hygiene and serving. The following key competencies and attributes are: Basic literacy, good communication skills, organising skills, interpersonal relations, Flexibility and Teamwork.

**DUTIES:** Provide refreshment serving services. Serve refreshment to official visitors and cater for meetings held at DPE in a professional manner. Secure refreshment stock for meetings. Alert the supervisor to replenish refreshment items and cleaning material. Tidy boardrooms cutlery and alert the supervisor to the need for procurement of new items. Ensure regular serving of water in the boardrooms. Manage the bookings system of the boardrooms. Render assistance with logistical arrangements in preparation for meetings. Assist with document reproduction and facsimile services.

**GENERAL WORKER (shift working system applicable)**

*(Candidates who applied previously for this position are advised to re-apply)*

**SALARY NOTCH: R 163 680.00 - R 192 810.00 per annum (Salary level 03)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Zamokuhle SS	Alfred Nzo East	01	DOE-GW143/06/2025
Nowalalala SSS	Alfred Nzo West	01	DOE-GW144/06/2025
Blythewood Institution	Amathole East	02	DOE-GW145/06/2025
Cathcarth HS	Amathole West	01	DOE-GW146/06/2025
St Mathews HS	Amathole West	01	DOE-GW147/06/2025
Thubalethu HS	Amathole West	01	DOE-GW148/06/2025
Healdtown SSS	Amathole West	01	DOE-GW149/06/2025
St Mathews HS	Amathole West	01	DOE-GW150/06/2025
Masonwabe JSS	Amathole West	01	DOE-GW151/06/2025
Adelaide Gynasium	Amathole West	01	DOE-GW152/06/2025
Mdibaniso SSS	Amathole West	01	DOE-GW153/06/2025
A M Tapa SSS	Amathole West	01	DOE-GW154/06/2025
Mount Arthur GHS	Chris Hani West	02	DOE-GW155/06/2025

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Sterkstroom School	Chris Hani West	01	DOE-GW156/06/2025
Ekuphumleni HS	Chris Hani West	01	DOE-GW157/06/2025
Cradock HS	Chris Hani West	01	DOE-GW158/06/2025
Zanolwazi SSS	Amathole West	01	DOE-GW159/06/2025
Enoch Sontonga SSS	Buffalo City Metro	01	DOE-GW160/06/2025
Port St Johns CMC	OR Tambo Coastal	01	DOE-GW161/06/2025
Hillbrow SSS	OR Tambo Coastal	01	DOE-GW162/06/2025
Gxulu JSS	OR Tambo Coastal	01	DOE-GW163/06/2025
Dalindyebo SSS	OR Tambo Inland	01	DOE-GW164/06/2025
Mvumelwano JSS	OR Tambo Inland	01	DOE-GW165/06/2025
<b>TOTAL</b>		<b>25</b>	

**REQUIREMENTS:** A grade 9 or school leaving certificate and testimonial from principal. Proof of being part of PEYI will be an advantage. Applicant must be able to communicate, express a clear willingness, acknowledge, respect, promote and prioritize the welfare of learners with disabilities, have a clear understanding of Public Service principles which is based on respect, dignity and inclusivity. Upholding the learner privacy and respect their personal choices.

**DUTIES:** A hostel assistant in a hostel for learners with special educational needs has multifaceted responsibilities that revolve around providing care, support, and ensuring a conducive environment for these learners. Duties encompass various areas, including laundry services, cooking meals, and learner personal care as directed by the supervisors. Personal care includes assisting learners with special needs in daily activities such as bathing, dressing, grooming, and toileting, providing mobility support and helping with the use of assistive devices, ensuring learners are comfortable, well positioned, and safe. Laundry Services including the washing, drying, and folding LEARNERS' clothes and personal items. Kitchen services include cooking, cleaning and preparing nutritious meals that cater to learners' dietary requirements and preferences. NB: Please note that first preference will be given to former learners of special schools with their school leaving qualifications.

**NB: PLEASE NOTE THAT FIRST PREFERENCE WILL BE GIVEN TO FORMER LEARNERS OF SPECIAL SCHOOLS WITH THEIR SCHOOL LEAVING QUALIFICATIONS.**

**DIRECTION TO APPLICANTS:** Applications are to be hand delivered to relevant district offices as tabulated below, stating the relevant reference number to the school as indicated; applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least three contactable referees, as well as copies of all qualification(s) and ID-document and Driver's license [where applicable]:

<b>Alfred Nzo East District Director Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800</b>	<b>Alfred Nzo West District Director Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730</b>	<b>Amathole East District Director Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960</b>
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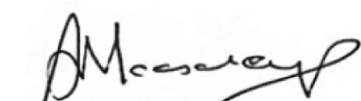
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<b>Amathole West</b> <b>District Director</b> <b>Tel: 046- 6451179</b> <b>Address: P/B X 2041</b> <b>Fort Beaufort 5720</b>	<b>Buffalo City Metro:</b> <b>District Director</b> <b>Tel: 043-7086229</b> <b>Address: P/B X 9007</b> <b>E.L 5200</b>	<b>Chris Hani East</b> <b>District Director</b> <b>Tel: 047-5481097 / 99</b> <b>Address: P/B X 214</b> <b>Engcobo 5050</b>
<b>Chris Hani West</b> <b>District Director</b> <b>Tel: 045 – 8588900</b> <b>Address: P/B X 7053</b> <b>Queenstown 5320</b>	<b>Joe Gqabi</b> <b>District Director</b> <b>Tel: 051- 6110052 / 6342009</b> <b>Address: P/B X 5026</b> <b>Sterkspruit 9762</b>	<b>Nelson Mandela Bay</b> <b>District Director</b> <b>Tel: 041- 4034402 / 434</b> <b>Address: P/B X 3915</b> <b>North End</b> <b>Gqeberha (Port Elizabeth) 6056</b>
<b>OR Tambo Inland</b> <b>District Director</b> <b>Tel: 047- 5024268 / 200</b> <b>Address: P/B X 5003</b> <b>Mthatha 5100</b>	<b>OR Tambo Coastal</b> <b>District Director</b> <b>Tel: 039 - 2536620</b> <b>Address: Old Military Camp</b> <b>P.O. Box 5899, Port St Johns 5120</b>	<b>Sarah Baartman</b> <b>District Director</b> <b>Tel: 049- 8072202</b> <b>Address: P/B X 726</b> <b>Graaff-Reinet 6280</b>



**MS. S MAASDORP**  
**HEAD OF DEPARTMENT: EASTERN CAPE EDUCATION**  
**DATE: 2 July 2025**

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