



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms N. Mkhutshulwa Tel: 040 602 7067. Fax : N/A. Email: nompumelelo.mkhutshulwa@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO: CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
DEPUTY DIRECTORS
TEACHER UNIONS / ORGANISATIONS

DATE: 8 APRIL 2026

REQUEST FOR THE APPROVAL OF INTERNAL MEMORANDUM FOR AN ADVERTISEMENT OF POSTS FOR MARKING CENTRE MANAGERS AND IRREGULARITY INVESTIGATORS FOR DEC 2026 TO JUNE 2027 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) MARKING SESSIONS.

1. Application for Appointment as a Centre Manager in an approved Marking Centre for the marking of Grade 12 NSC scripts.
2. Application for Appointment as an Irregularities Investigator in an approved marking Centre for the marking of Grade 12 NSC scripts.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully to verify that only competent qualified Examinations & Assessment CES's, DCES's SES,s and Curriculum DCES's and SESs applied for these important temporary positions.

Application forms to be handed in at **DISTRICT OFFICES, Examinations and Assessment Section**. Verification to be done at District level by the CES Examinations and Assessment or CES Curriculum FET in the case of curriculum officials.



1. WHO QUALIFIES TO APPLY AS MARKING CENTRE MANAGER?

- **Chief Education Specialist (CES's)**, Deputy Chief Education Specialists (DCES's) and SES's who are permanently appointed in the Examinations & Assessment at Provincial and District offices.
- CES's, DCES's and SESs from Curriculum sections who are assisting at Examinations and Assessment.
- An official who has experience in handling irregularities.

2. WHO QUALIFIES TO APPLY AS IRREGULARITY INVESTIGATOR?

- Deputy Chief Education Specialists (DCES's) and SES's who are permanently employed the Examinations & Assessment.
- DCES's and SESs from Curriculum sections who are assisting at Examinations and Assessment.
- The applicant must have knowledge of Regulations Pertaining to the conduct, management and administration of the National Senior Certificate Examination.

3. REQUIREMENTS FOR MARKING CENTRE MANAGERS

APPLICANTS MUST:

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognized 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education.
- have experience in dealing with examination processes management.
- have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- be able to supervise.
- be a good organizer.
- be able to work long hours.
- be able to handle pressure.
- be able to accept authority.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.
- have experience in managing a Marking Centre.
- have an experience as IRR Officers in the district and marking centre.

4. REQUIREMENTS FOR IRREGULARITY INVESTIGATOR

APPLICANTS MUST:

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognized 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.
- have an ability to investigate and gather evidence on irregularity cases identified at the marking centre.
- have excellent report writing skills.
- have excellent presentation/communication skills.
- be computer literate.
- be a good organizer.
- be able to work long hours.
- be able to handle pressure.
- have experience in managing irregularities at the district examination office.

5. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications.
- Application forms received at the District Office after **22 MAY 2026**.
- Application forms received at the Provincial Office after **29 May 2026**.

6. EVALUATION OF MARKING CENTRE MANAGEMENT

All Marking Centre Managers and the Irregularity Investigators shall be evaluated at the end of the marking process/session, and this may influence future appointments.

- 1 A ONE PAGE CV MUST ACCOMPANY THE APPLICATION FORM**
2. All the information given in an application form will be **verified** against the **database** at the **Provincial Office**.
3. **Preference will be given to officials permanently employed at examinations and assessment.**

7. APPLICATION FORMS

CENTRE MANAGER: ANNEXURE A.

IRREGULARITY INVESTIGATOR: ANNEXURE B.

8. IMPORTANT DATES TO NOTE:

DATE	ACTIVITY	RESPONSIBILITY
22 MAY 2026	Closing date for submission of application forms to Districts at 16h00.	Applicants to District Office
29 MAY 2026	Closing date for submission of application forms to H/O at 16h00.	Districts to Head Office

9. Shortlisting will be done at Head Office.

10. Interviews/competency test may be conducted online by panels constituted by the relevant stakeholders.

Co-operation of all relevant education stakeholders in this important process is both anticipated and appreciated.

Yours in Education



DDG: CURRICULUM MANAGEMENT & DELIVERY
MR TJZ MTYIDA

29/04/2026
DATE

RESPONSIBILITIES OF A CENTRE MANAGER

1. The specific responsibilities of the Centre Manager are to:
 - ensure that the advance planning of the Marking Centre such as inspection of required physical facilities, menus, security, stationery, and communication facilities are conducted,
 - link with the principal of the institution in all matters related to the contract between the Department and the institution,
 - meet regularly with Chief Markers and Marking Moderators and communicate clearly what is expected of them,
 - monitors the progress in relation to marking and flow of mark sheet.
 - work closely with the personnel at the marking centre.
 - ensure that all Chief Markers' and Marking Moderators submit their plans before they start marking and reports before they leave the Marking Centre.
 - monitors the Capturing Centre of marks.
 - prepare a Composite Marking Centre report and submit all reports to the CES: Marking Processes at the Provincial Office on the day of the closing of the Marking Centre.

2. The Centre Manager is accountable for the smooth running of the Marking Centre and to ensure it operates effectively and efficiently.

3. The Centre Manager shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Centre Manager and the Department.

4. The Centre Manager shall make sure that all marking centre personnel have been evaluated at the end of a Marking Centre and this may influence future appointments.

5. The Centre Managers shall be evaluated at the end of a Marking Centre and this will influence future appointments

Print Name (*Applicant*)

Signature

Date

Recommended		Not recommended	
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Comments:

Print Name: Director / CES

Signature

Date

Provincial Office use only

RECOMMENDED		NOT RECOMMENDED	
If not recommended provide reason/s:			
CHAIRPERSON OF THE PANEL: (PRINT SURNAME & INITIALS)	SIGNATURE:	DATE:	

Toll free number: 080 121 2570

Email: customercarecentre@ecdoe.gov.za



ANNEXURE B

**APPLICATION FORM: IRREGULARITIES INVESTIGATOR
GRADE 12 NSC EXAMINATIONS: DEC 2026 TO JUNE 2027**

CLOSING DATE: 22 May 2026

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Attach **certified copies of qualifications** and ID Document to this form.
2. Attach colour ID size photo.
3. Attach a **CV**, detailing highlights on your experience with examinations related activities.
4. Any person found to have given fraudulent information will not be considered for the position applying for.

PERSONAL INFORMATION																						
PERSAL No.												ID No										
Surname								First Names														
Title				Initials			Postal Address															
Tel. No. (W)																						
Tel. No. (H)								Postal Code														
Cell Number																						
Present Post	<input type="checkbox"/> DCES			<input type="checkbox"/> SES			<i>Payment will be done as stipulated in the PAM (as amended)</i>															
District Name/Head Office Section																						
MARKING CENTRE EXPERIENCE																						
Year	POSITION							NAME OF MARKING CENTRE														
2023																						
2024																						
2025																						
MANAGEMENT OF IRREGULARITIES																						
YEAR	ACTIVITY																					
2023																						
2024																						
2025																						



RESPONSIBILITIES OF IRREGULARITIES OFFICERS

1. The specific responsibilities of the Irregularities Officer are to:
 - investigate all irregularities committed by both officials and learners referred to them,
 - sort out all administrative irregularities immediately,
 - investigate all cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
 - complete a comprehensive report of all the irregularities identified at the Marking Centre and the action recommended thereof,
 - submit the report to the CES: Policy compliance at the end of the marking session.

2. Irregularities Officer is accountable for the co-ordination of all activities patterning the identification of irregularities committed by both officials and learners during the writing of the examinations, the marking process and during the capturing of marks and after thorough investigation recommend a course of action to be taken.

3. Irregularities Officers shall make every effort to perform their duties with diligence so that the terms of this agreement may be mutually rewarding to both the Irregularities Officer and the Department.

4. The Irregularities Officer shall be evaluated at the end of a Marking Centre and this will influence future appointments.

Print Name (*Applicant*)

Signature

Date

Recommended

Not recommended

Comments:

Print Name: CES

Signature

Date

Provincial Office use only

RECOMMENDED		NOT RECOMMENDED		
If not recommended provide reason/s:				
CHAIRPERSON OF THE PANEL: (PRINT SURNAME & INITIALS)		SIGNATURE:		DATE:



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

**TO : HOD OF DEPARTMENT: EDUCATION
MS S MAASDORP**

**FROM : DIRECTOR: EXAMINATION & ASSESSMENT MANAGEMENT
SERVICES
MS N. MBELEKI**

**SUBJECT: REQUEST FOR THE APPROVAL OF INTERNAL MEMORANDUM
FOR AN ADVERTISEMENT OF POSTS FOR MARKING CENTRE
MANAGERS AND IRREGULARITY INVESTIGATORS FOR DEC
2026 TO JUNE 2027 NATIONAL SENIOR CERTIFICATE (NSC) AND
SENIOR CERTIFICATE (SC) MARKING SESSIONS.**

DATE : 8 APRIL 2026

ADVERTISEMENT OF POSTS FOR MARKING CENTRE MANAGERS AND IRREGULARITY INVESTIGATORS FOR DEC 2026 TO JUNE 2027 NATIONAL SENIOR CERTIFICATE (NSC) MARKING SESSIONS			
OFFICES	RECEIVED / ISSUED BY:	SIGNATURE	DATE
A/CES: MARKING PROCESSES			
DIRECTOR: EXAMS & ASSESSMENT SERVICES			
DIRECTOR: EXAMS ADMI & LOGISTICS			
DDG: CM&D			
A/CD HR			
A/CFO			





OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms N Hlatu: Tel: 040 602 7016 Email: nomawethu.jali@ecdoe.gov.za
Website: www.ecdoe.gov.za

11 May 2026

Mr M.H Harmse
Acting DDG: IOM
Department of Education
Zwelitsha
Via email: marius.harmse@ecdoe.gov.za

Dear Mr M Harmse,

RE: APPOINTMENT AS ACTING HEAD OF DEPARTMENT FROM THE 11 MAY 2026

In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to perform the function/duties and responsibilities assigned to the post of Head of Department from the 11 May 2026. This assignment is additional to your current post of Acting DDG:IOM.

In the performance of the assigned duties, please be mindful of all the appropriate legislation, prescripts, control measures and delegations that are applicable.

Kindly report on any decisions you have executed in terms of this delegated authority.

Please note that unless specifically authorised, you may not sub-delegate/assign any decision-making authority assigned to you.

Thank you for your ongoing support, cooperation, and the positive attitude you portray in the management of your responsibilities and functions.

Yours faithfully,

Ms. S. Maasdorp
Head of Department: ECDOE