



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below.

DEPUTY DIRECTOR: DEPARTMENTAL DEBT AND REVENUE

Salary: An all-inclusive remuneration package of R 849 702 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An undergraduate qualification (NQF 7/6) or equivalent qualifications as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Knowledge of SCOA will be an added advantage. Valid driver's license.

Duties:

Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts and revenue. Monitor the debt account. Make proposals to management in regard to management of debts. Prepare progress reports on the status of debt and debt clearing for management. Recommend debt write offs and possible black-listing. Develop revenue enhancement strategies. Execute HR performance management.

Post Ref No W4/218 - Head Office, Mbombela

Enquiries:

Mr. D Shipalana, Tel (013) 766 5298

DEPUTY DIRECTOR: TRANSFORMATION

Salary: An all-inclusive remuneration package of R 849 702 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

Duties: This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.

Post Ref No W4/219 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/064 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. P Moosa, Tel (013) 766 5520

ASSISTANT DIRECTOR: COMPLIANCE AUDITS

Salary: R 444 036 p.a.

Requirements: An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience In the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

Duties: Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

Post Ref No W4/220 - Head Office, Mbombela

Enquiries: Mr. QW Mbuyane, Tel (013) 766 5884

ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEME

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid driver's license.

Duties: Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.

Post Ref No W4/221 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/067 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: HR BENEFITS PROJECTS

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.

Post Ref No W4/222 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/075 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. F Khosa, Tel (013) 766 5501

ASSISTANT DIRECTOR: INTERNAL CONTROLS

Salary: R 444 036 p.a.

Requirements: An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience in the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

Duties: Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

Post Ref No W4/223 - Head Office, Mbombela

Enquiries: Mr. SJ Sifunda, Tel (013) 766 5293

ASSISTANT DIRECTOR: CONDUCT MANAGEMENT

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Labour Relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and conclusive management of all matters pertaining to Employee behaviour (educators and officials). Liaise with the South African Council for Educators I.r.o. the above. Provide related management information. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters.

Post Ref No W4/224 - Head Office, Mbombela

Enquiries: Mr B Nkuna, Tel (013) 766 5053

ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.

Duties: This role is responsible for managing staff performance and executing management function regarding warehouse-and internal stock control management services. Deal with the provisioning of a warehouse. Manage all internal/ external procurement functions. Deal with all stock and loss control issues. Manage staff. Perform management functions.

Post Ref No W4/225 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/082 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: MOVABLE ASSETS

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Manage Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Manage Asset Acquisition Planning including the development of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Manage the safeguarding and protection of assets. Identify surplus, obsolete and underperforming assets, evaluate disposal alternatives and develop a disposal plan. Manage the valuation of assets, the depreciation of assets and maintenance assets plan. Manage the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

Post Ref No W4/226 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/087 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. N Mathebula, Tel (013) 766 5755

ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES

Salary: R 444 036 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Archival Studies or Public Management/Administration, plus 3 years' relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course. Valid driver's license.

Duties: Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the maintenance of a records classification system for paper based- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.

Post Ref No W4/227 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/088 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: SYSTEM CONTROL

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Manage, co-ordinate and control the system aspects of BAS and the Entity Register, including capturing and maintenance of new segment details, parameters, rules, security profiles and entities. Formulate departmental System Control procedures and or policies. Manage the monitoring of the BAS network. Manage and co-ordinate the provision of BAS training. Interact with other financial and project managers on related issues. Execute HR performance management.

Post Ref No W4/228 - Head Office, Mbombela

Enquiries: Ms. NM Mbiba, Tel (013) 766 5066

ASSISTANT DIRECTOR: TRANSFORMATION

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA Human Resource Management/Public Management or equivalent qualification. Minimum of 3 years' relevant experience in transformation management environment. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Knowledge of Change Management processes, Diversity Management, Project Management and Policy Development. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Presentation skills, Problem solving skills, Report writing skills. Computer literacy is essential. Valid driver's license. Communication skills, Conflict Management skills.

Duties: Manage staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Ensure proper management of affirmative action measures, Employment Equity and advancement of the historically disadvantage individuals. Co-ordinate Employment Equity programmes including the Employment Equity Committee. Manage the development of Employment Equity Plan and ensure the reporting to the Department of Employment and Labour. Champion the departmental programme on transformation issues. Advise senior management on implementation of Cabinet decision to improve representation of people with disabilities and females at senior management level. Facilitate and analyse the alignment of employment policies, practices, procedure and programmes to support to support the implementation of transformation imperatives.

Post Ref No W4/229 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/098 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. P Moosa, Tel (013) 766 5520

ASSISTANT DIRECTOR: ASSET MANAGEMENT

Salary: R 444 036 p.a.

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Requirements:

B.Comm Degree or equivalent appropriate finance-related qualification recognised by SAQA, with Financial Accounting as a major subject, plus a minimum of 3 years appropriate experience. Proven experience in the field of Asset Management. Competencies: Thorough understanding of asset management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

Duties:

Will be responsible for the establishment and overall management of the district Asset Management component and functions, which include all decentralised aspects of movable asset management, immovable asset management and asset control. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

Post Ref No W4/230 - Gert Sibande District Office, Ermelo

Enquiries:

Ms HK Motau, Tel (017) 801 5196

ASSISTANT DIRECTOR: HR STAFFING

Salary: R 444 036 p.a.

Requirements:

National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties:

Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

Post Ref No W4/231 - Gert Sibande District Office, Ermelo. This is a re-advertisement of Ref No. V2/077 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries:

Ms HK Motau, Tel (017) 801 5196

ASSISTANT DIRECTOR: HR BENEFITS

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.

Post Ref No W4/232 - Nkangala District Office, KwaMhlanga. This is a re-advertisement of Ref No. V2/073 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms M Masilela, Tel (013) 947 1816

ASSISTANT DIRECTOR: HR STAFFING

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

Post Ref No W4/233 - Nkangala District Office, KwaMhlanga. This is a re-advertisement of Ref No. V2/078 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms M Masilela, Tel (013) 947 1816

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING

Salary: R 444 036 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.

Post Ref No W4/234 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/085 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

Salary: R 444 036 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.

Duties: Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services.

Post Ref No W4/235 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/094 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

INTERNAL AUDITOR: COMPLIANCE AUDITS

Salary: R 376 413 p.a.

Requirements: An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years' practical experience. Proven internal audit skills. Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA

Duties: Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction

Post Ref No W4/236 - Head Office, Mbombela (2 posts)

Enquiries: Mr. QW Mbuyane, Tel (013) 766 5884

SENIOR ADMIN OFFICER: GG TRANSPORT

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Extensive knowledge and proven ability i.r.o. the required functions. Proven management skills in the field of government owned transport services. Sound knowledge of the Road Transport Act and transport policies. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

Duties: Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles and administer the budget allocated for transport. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with and conduct regular inspections. Ensure monthly inspections of vehicles in all offices. Liaise with the Department of Public Works, Roads and Transport and Government garage on transport related matters. Train and supervise staff. Execute HR Performance Management.

Post Ref No W4/237 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/140 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. NP Matshimane, Tel (013) 766 5165

SENIOR ADMIN OFFICER: OFFICE ADMINISTRATION

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives and report writing skills. Proven computer literacy and user experience (Microsoft Office package). Valid driver's license.

Duties: Manage, co-ordinate and monitor central accommodation and office administration services, including the maintenance of facilities and equipment and the administration and control of rentals diverse accounts. Compile and review policies and procedures regarding the administration processes of the section. Manage the effective execution of regular inspections of leased and government owned buildings and compile reports to managers. Train, give guidance and supervise staff. Execute HR performance management.

Post Ref No W4/238 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/141 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. NP Matshimane, Tel (013) 766 5165

SENIOR ADMIN OFFICER: OFFICE AUXILIARY SERVICES

Salary: R 376 413 p.a.

Requirements: An appropriate 3-year qualification as recognised by SAQA in Archival Studies/ Records Management or Public Management/Administration, plus 3 years' appropriate experience. Proven successful completion of an electronic records management course or the National Archives and records services management course and experience in the field of paper based records. Good interpersonal, organisational and communication skills. Valid driver's license.

Duties: Establish and maintain a records management unit. Supervise the implementation of a records management strategy and related records management action plans. Manage the maintenance of a records classification system for paper based- and electronic records. Implement systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and

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functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the safekeeping of all records as well as the administration of all related matters in regard of non-decentralised documents and records. Co-ordinate and control the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage the maintenance of all allocations of file-/document reference numbers requested by officials according to the approved classification system. Provide access to information in terms of the Promotion of Access to information Act 2000. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place.

Post Ref No W4/239 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/142 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. NP Matshimane, Tel (013) 766 5165

SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

Post Ref No W4/240 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/143 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. NM Mathebula, Tel (013) 766 5755

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

Duties: Co-ordinate and manage provisioning administration and internal stock control services for the Department in accordance with policy and delegations. Execute HR Performance Management.

Post Ref No W4/241 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/145 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

STATE ACCOUNTANT: BOOKKEEPING

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and report on all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Execute HR performance management.

Post Ref No W4/242 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/165 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. NM Mbiba, Tel (013) 766 5066

STATE ACCOUNTANT: GENERAL EXPENDITURE

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

Post Ref No W4/243 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/173 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms. PE Gwebu, Tel (013) 766 5461

STATE ACCOUNTANT: SALARY ACCOUNTS

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL, BAS, PFMA, Treasury Regulations as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures and the methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, report writing and problem solving skills. Sound interpersonal and management skills. Proven computer literacy. Sound knowledge and understanding of the Standard Chart of Accounts (SCOA) will be an advantage. A valid driver's license will be an added advantage.

Duties: Centrally co-ordinate and control all salary account matters. Analyse salary Accounts, process journals and general payments and claims. Clear PERSAL Interface exceptions on BAS and do the mapping of cheques on BAS. Deal with the identification/recovery/writing off of salary debts, the administration of debt route

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forms and salary- and salary debt accounts, as well as salary fraud. Re-calculate tax and issue manual IRP5's. Prepare and finalise the closure of salary files. Recall irregular PERSAL Electronic Fund Transfers (EFT). Prepare submissions and reports related to the work field. Execute HR performance management.

Post Ref No W4/244 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/175 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. A Ueckermann, Tel (013) 766 5449

SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid driver's license.

Duties: Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management.

Post Ref No W4/245 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

STATE ACCOUNTANT: BUDGET

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.

Post Ref No W4/246 - Gert Sibande District Office, Ermelo. This is a re-advertisement of Ref No. V2/166 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT

Salary: R 376 413 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

Duties: Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.

Post Ref No W4/247 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.

Duties: Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.

Post Ref No W4/248 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/117 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

Duties: Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.

Post Ref No W4/249 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 376 413 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Co-ordinate and ensure the •provision of care and support to employees infected with and affected by HIV/AIDS •the prevention of stigmatization, victimisation and discrimination •the creation and promotion of a healthy and supportive working environment •the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.

Post Ref No W4/250 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/155 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

STATE ACCOUNTANT: BUDGET

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.

Post Ref No W4/251 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/168 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE

Salary: R 376 413 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.

Post Ref No W4/252 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Ref No. V2/130 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms A Mashile, Tel (013) 766 7441, Ms T Shakwane, Tel(013) 766 7892

CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid driver's license will be an added advantage.

Duties: Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management.

Post Ref No W4/253 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/190 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. NM Mathebula, Tel (013) 766 5755

CHIEF PROVISIONING ADMIN CLERK: DEMAND MANAGEMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound interpersonal relations. Excellent communication skills. Supervisory and training skills. Computer literacy. A valid driver's license will be an added advantage. Excellent report writing skills.

Duties: Conduct needs assessment. Determination of specifications. Check needs against available budget. Do a market analysis. Deal with all centralized aspects of Demand Management.

Post Ref No W4/254 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/191 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Valid driver's license. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

Duties: Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

Post Ref No W4/255 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/192 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of related HR Policies and practices. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise the administration of all new employment matters and re-instatement of salaries in regard of the non-decentralised files and records. Supervise and monitor the administration of all promotions, transfers and rank translations as well as the administration of all acting appointments in regard of the non-decentralised files and records. Supervise and co-ordinate the administration of the employment of interns as well as the administration of all freezing of salaries and vacating of posts in regard of the non-decentralised files and records. Monitor and manage the maintenance of valid employment records on files and on PERSAL. Train and supervise staff and execute HR performance management. Develop capacity in regard of the above.

Post Ref No W4/256 - Head Office, Mbombela

Enquiries: Ms BK Khumalo, Tel (013) 766 5529

JOB ANALYST: WORK STUDY AND JOB EVALUATION

Salary: R 376 413 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications related to the field. Minimum of 2 years' relevant experience in Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Provide support in regard of job analysis, job description and job design. Develop pro forma job descriptions for occupational groups with similar work content. Provide work study support services.

Post Ref No W4/257 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/200 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr. B Pillay, Tel (013) 766 5302

CHIEF ADMIN CLERK: CIRCUIT OFFICE

Salary: R 308 154 p.a.

Requirements: Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.

Duties: Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.

Post Ref No W4/258 - Dipaliseng Circuit Office, Balfour. This is a re-advertisement of Ref No. V2/184 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms HK Motau, Tel (017) 801 5196

CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. Computer literacy. A valid driver's license will be an added advantage.

Duties: Supervise the rendering of administration and support services in regard of execution of stocktaking, submission of stocktaking reports and compiling and updating stock inventories. Supervise loss control, and the implementation of the Disposal Plan. Execute internal control inspections. Train and supervise staff. Execute HR Performance Management.

Post Ref No W4/259 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

CHIEF PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound understanding of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Computer literacy. Supervisory and training skills. A valid driver's license will be an added advantage.

Duties: Supervise all aspects of tenders and procurement including contracts, the collection of quotations, orders, purchases and the processing of requisitions. Observe procurement norms and the LOGIS System. Train and supervise staff.

Post Ref No W4/260 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

PRINCIPAL HR OFFICER: HR PROVISIONING

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.

Duties: Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.

Post Ref No W4/261 - Gert Sibande District Office, Ermelo. This is a re-advertisement of Ref No. V2/218 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

PROVISIONING ADMIN OFFICER: ASSET CONTROL

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

Post Ref No W4/262 - Gert Sibande District Office, Ermelo. This is a re-advertisement of Ref No. V2/225 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

Post Ref No W4/263 - Nkangala District Office, KwaMhlanga. This is a re-advertisement of Ref No. V2/207 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms M Masilela, Tel (013) 947 1816

PRINCIPAL HR OFFICER: HR CAREER MATTERS

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.

Post Ref No W4/264 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/205 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries

with regard to the above.

Post Ref No W4/265 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/208 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION

Salary: R 308 154 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.

Post Ref No W4/266 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/216 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 308 154 p.a.

Requirements: An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

Post Ref No W4/267 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/232 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)

Salary: R 308 154 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.

Post Ref No W4/268 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Ref No. V2/230 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms A Mashile, Tel (013) 766 7441, Ms T Shakwane, Tel(013) 766 7892

SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 308 154 p.a.

Requirements: An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

Post Ref No W4/269 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Ref No. V2/233 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms A Mashile, Tel (013) 766 7441, Ms T Shakwane, Tel(013) 766 7892

TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT

Salary: R 308 154 p.a.

W4 ADVERT DEPARTMENTAL WEBSITE 20241020

Requirements: National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 2 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

Duties: Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

Post Ref No W4/270 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Ref No. V2/235 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries: Ms A Mashile, Tel (013) 766 7441, Ms T Shakwane, Tel(013) 766 7892

DEPUTY CHIEF EDUCATION SPECIALIST: QUALITY MANAGEMENT AND SUPPORT

Salary: R 599 247 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational-, planning and management skills. Computer literacy. Valid driver's license •Registration with SACE

Duties: Monitor and support the development and execution of School Improvement Plans. Liaise with other sections of the Department and stakeholders on programmes for quality promotion. Establish and manage a database of needs for logistical and academic support. Solicit responses to the recommendations of Whole School Evaluation, Systemic Evaluation, commissioned research, Examination Reports and stakeholder fora. Facilitate external and internal research aimed at quality improvement. Serve as secretariat to the Provincial Quality Assurance Co-ordinating Committee.

Post Ref No W4/271 - Head Office, Mbombela

Enquiries: Mr JM Gininda, Tel (013) 766 5868

DEPUTY CHIEF EDUCATION SPECIALIST: SPECIAL EDUCATION

Salary: R 599 247 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Credible education management experience will be an advantage. A strong interest in the development of the education system. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate and evaluate the development and implementation of policy i.r.o. special education, psychometric evaluation, therapy programmes, INSET programmes in terms of therapy, curriculum programmes for special education. Develop criteria for the placement of learners in special schools or classes. Manage and administer the final placement of learners in special schools or - classes. Manage the exemption of learners from compulsory school attendance. Manage the implementation of inclusive education. Manage home schooling.

Post Ref No W4/272 - Head Office, Mbombela

Enquiries: Ms PN Mbatha, Tel (013) 766 5844

APPLICATIONS:

Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at www.mpumalanga.gov.za/education/, **select the Vacancies icon**. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of all qualifications, proof of registration with a relevant Professional Body (if applicable) and RSA ID-document, as well as valid driver's license on or before the day of the interview following communication from the relevant HR section of the Department. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document**. A complete set of application documents (CV and latest Z83 form) should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered.

NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.

Applications should be mailed to: The Head of Department, Mpumalanga Department of Education, Private Bag x 11341, Nelspruit, 1200, For attention: Mr. J Ngomane / Ms. SL Mkhathshwa / Ms. SR Ndzinisa/ Mr. X Sifunda

Alternatively, applications for posts in Offices can also be uploaded to the following link:

All Office Posts Link : <https://forms.gle/o9MBmwvn3xDFCSub8>

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, but will be removed on **Thursday 7 November 2024**.

NOTE:

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

***To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.

*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

*Candidates recommended for appointment will be subject to a vetting process prior to appointment.

*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

CLOSING DATE:

The closing date for the receipt of all applications is **16:00 on Thursday 7 November 2024**. No applications received by the Directorate: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the

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Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.