



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.

CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 436 022 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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:

A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Preference will be given to a Built Environment Degree. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies, policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and

systems of the component. Provide strategic leadership and guidance.

Post Ref No W6/351 - Head Office, Mbombela. This is a re-advertisement of Ref No. V4/248 previously advertised on the Departmental website of 30 July 2023. Interested applicants should re-apply.

Enquiries: Ms LH Moyane, Tel (013) 766 5111

CHIEF DIRECTOR: PLANNING & PROGRAMMES MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 436 022 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a senior managerial level. The applicant must be competent in planning, monitoring, evaluation and programme management and possess strong people management skills. The applicant must have the working knowledge to manipulate education information management systems. In addition, the incumbent must have good verbal and written communication skills as well as knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Framework. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The successful candidate must be a dynamic leader, team builder and will be expected to sign an annual performance agreement. Valid drivers license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties: To render integrated planning, monitoring, evaluation, research and project co-ordination services, and information management and technology services. To manage the coordination of the Department's Strategic Business Plan and Programme, including the promulgation of corporate planning and reporting directives. To monitor and coordinate the alignment of the Department's strategic plans with DBE, Municipalities and Education Districts plans. To Develop, monitor and evaluate the implementation of the Department's the Annual Performance Plan (APP). To Monitor and evaluate programmes and systems and ensure compliance with prescribed government frameworks. To manage and coordinate reports to government, including the Department's Quarterly and Annual Reports. Coordinate and assess performance information required for reporting obligations to the Legislature and other assurance bodies. To monitor and manage the strategy formulation processes, including the Department's Strategic Profile and environmental scanning. To monitor and analyse the Department's management architecture, macro and micro organizational designs, business processes and departmental policies. Develop and maintain education management information systems and Monitor and report on performance of the basic information education systems. To manage and provide supporting services to the Executive Authority and respective governance subcommittees. To determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. To coordinate policy development and advise on policy implementation.

Post Ref No W6/352 - Head Office, Mbombela

Enquiries: Ms LH Moyane, Tel (013) 766 5111

CHIEF DIRECTOR: QUALITY PROMOTION AND -ASSURANCE

Salary: An all-inclusive remuneration package of R 1 436 022 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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:

n appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a senior managerial level. The ideal candidates would have vision, a mature sense of leadership and proven financial and personnel management abilities. In addition, he/she should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility. In addition to the above requirements, proven experience in providing strategic direction in the development and implementation of relevant policies, programmes and projects in the field of quality assurance and curriculum enrichment is a pre-requisite. The successful candidate should have an in-depth understanding of both national and international trends and debates around quality assurance systems in education. He/she will have excellent communication and proven ability to work under pressure and extended hours. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results within a complex and diverse environment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

As the general manager of the chief directorate, the incumbent will be expected to provide strategic direction and guidance to the Department as a whole, as well as taking responsibility for the development and maintenance of policies as well as the management and co-ordination of programmes towards the qualitative implementation of: School enrichment programmes, including ensuring the implementation of nutrition programmes and the impact thereof, the co-ordination and evaluation of the development and implementation of HIV/Aids Education, and the development and maintenance of a strategic collaboration between Health, Education, Social Services and Agriculture. The co-ordination and evaluation of the development and implementation of sports, music and cultural programmes. The co-ordination, development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Quality assurance: The systemic evaluation on all levels of the education system and the co-ordination and monitoring of the implementation of Whole School Evaluation. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

Post Ref No W6/353 - Head Office, Mbombela

Enquiries:

Mr SJ Mkhwanazi, Tel (013) 766 0992

DIRECTOR: BURSARY SCHEMES, LEARNERSHIPS & INTERNSHIP

Salary: An all-inclusive remuneration package of R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Manage internal bursaries including the co-ordination of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Manage external bursaries including the co-ordination of a provincial bursary committee and the management of bursary administration. Manage the co-ordination of an external bursary forum and the monitoring of external bursaries. Manage the recruitment of bursars. Manage the co-ordination of internship and learnership programmes. Manage the recruitment of graduates for internship programmes as well as internal and external learners for learner-ship programmes. Align provincial human resource development plans with relevant SETA's. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity.

Post Ref No W6/354 - Head Office, Mbombela. This is a re-advertisement of Ref No. V4/249 previously advertised on the Departmental website of 30 July 2023. Interested applicants should re-apply.

Enquiries:

Ms V Francis, Tel (013) 766 5264

DIRECTOR: HR PROVISIONING

Salary: An all-inclusive remuneration package of R R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

Post Ref No W6/355 - Head Office, Mbombela. This is a re-advertisement of Ref No. V5/254 previously advertised on the Departmental website of 22 October 2023. Interested applicants should re-apply.

Enquiries:

Mr JS Ndala, Tel (013) 766 5508

DIRECTOR: MANAGEMENT ACCOUNTING

Salary: An all-inclusive remuneration package of R R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 DPISA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools.

Requirements:

An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Extensive appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

Post Ref No W6/356 - Head Office, Mbombela. This is a re-advertisement of Ref No. V2/037 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries:

Ms TF Ntuli, Tel (013) 766 5438

DIRECTOR: OFFICE OF THE HOD

Salary: An all-inclusive remuneration package of R R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

Post Ref No W6/357 - Head Office, Mbombela. This is a re-advertisement of Ref No. V4/251 previously advertised on the Departmental website of 30 July 2023. Interested applicants should re-apply.

Enquiries:

Ms LH Moyane, Tel (013) 766 5111

PRINCIPAL: MST ACADEMY

Salary: An all-inclusive remuneration package of R R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 DPISA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools.

Requirements:

The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Bachelor of Science degree (Mathematics, Physics/Chemistry or Technology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised post graduate qualification in Mathematics, Physics or Chemistry will serve as an added advantage. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.

Post Ref No W6/358 - Head Office, Mbombela. This is a re-advertisement of Ref No. T6/172 previously advertised on the Departmental website of 4 December 2022. Interested applicants should re-apply.

Enquiries:

Mr. ER Nkosi, Tel (013) 766 0918

DIRECTOR: DISTRICT MANAGEMENT

Salary: An all-inclusive remuneration package of R R 1 216 824 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. 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 appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

Duties:

Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

Post Ref No W6/359 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Ref No. V2/036 previously advertised on the Departmental website of 5 March 2023. Interested applicants should re-apply.

Enquiries:

Mr C Manyabeane, Tel (013) 766 5864

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 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.