

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

Post : Deputy Director - General: Curriculum
Post Ref : Y1/001
Salary : R 1 741 770 p.a
Location : Head Office, Mbombela

Requirements: An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level, Valid drivers license. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. 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. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through 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. Promote a culture of efficiency and quality.

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

Post : District Management
Post Ref : Y1/003
Salary : R 1 216 824 p.a.
Location : Bohlabela District Office

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.

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.

Enquiries: Mr CS Manyabeane, Tel (013) 766 5317

Post : Director: HR Development
Post Ref : Y1/004
Salary : R 1 216 824 p.a.
Location : Head Office, Mbombela

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: In depth knowledge of government policies (PSR, MTEF etc.). Sound understanding and insight into the programmes and priorities of government. Sound understanding of human resource development in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as human resource prescriptions and processes. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid driver's license.

Duties: Plan, develop and maintain a workplace skills development strategy. Develop and review an integrated HRD Policy and Plan with reference to the following: ensure sufficient funds are available for training and oversee the analysis of training needs. Manage the implementation of personal development plans. Manage and monitor the presentation of short courses, seminars and workshops. Oversee the conducting of orientation sessions for registered service providers. Manage the evaluation of training. Manage and co-ordinate all processes for bursaries. Manage the assistance in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Manage the development of Public Service Staff (PSS) through training and education.

Enquiries: Mr JS Ndala, Tel (013) 766 5508

Post : Director: HR Provision
Post Ref : Y1/005
Salary : R 1 216 824 p.a.
Location : Head Office, Mbombela

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.

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.

Enquiries: Mr JS Ndala, Tel (013) 766 5508

Post : Director: Legal Services
Post Ref : Y1/006
Salary : R 1 216 824 p.a.
Location : Head Office, Mbombela

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. Extensive credible experience in the rendering of reliable legal advisory services with regard to all legal matters. Competencies: In depth knowledge and understanding of all legislation related to the Public Service, the education sector, labour law and related legislation and the interpretation thereof. Sound knowledge and insight into the development of provincial education and training legislation. Ability to provide sound advice to all line managers on legal matters. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. 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 ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

Duties: Manage and oversee the rendering of all legal advisory and litigation services to the Department. Manage and co-ordinate the development and maintenance of provincial education and training legislation, including conducting of research on legislation and case law, the drafting of Notices and Court documents and dealing with appeals for the Executive Authority. Manage and assist with the interpretation of legislation and regulations. Co-ordinate the administering of legislation concerning statutory bodies. Manage the liaison with the State Attorney and the State Law Advisors. Manage the monitoring of compliance, including negotiation of contracts, the compilation of interpretative guidelines for contracts and service level agreements as well as a contract management manual and compliance manuals on relevant procedures, the compilation of quarterly needs analysis reports as well as impact analysis reports, the conducting of legal research and the publishing of articles on legal services issues to keep the Department on track. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. 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.

Enquiries: Mr CS Manyabeane, Tel (013) 766 5317

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

Post : Director: Strat Planning & Co-ordination
Post Ref : Y1/006
Salary : R 1 216 824 p.a.
Location : Head Office, Mbombela

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. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers license.

Duties: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. 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 Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

Enquiries: Mr MD Mtembu, Tel (013) 766 5124

Post : Director: Supply Chain Management
Post Ref : Y1/008
Salary : R 1 216 824 p.a.
Location : Head Office, Mbombela

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. Sound knowledge of the relevant frameworks including Public Finance Management Act (PFMA), Preferential Procurement Policy Framework, Financial Regulations and Public Service procurement procedures. In-depth knowledge of policies, systems, processes, procedures and best practices in the areas of Procurement, Tenders, Contract Management & Administration, Store/Inventory Management, Logistics and Asset Management. 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.

Duties: Manage and give strategic direction to the Supply Chain Management Unit. Ensure compliance, implementation and maintenance of Public Finance Management Act (PFMA) and PPPFA in the responsible areas of activity. Serve as an organizational purchasing key driver in executing the Preferential Procurement Policy Framework. Drive the deployment of organizational sourcing/procurement strategy and related strategic initiatives. Implement, evaluate and improve organisational Procurement policies, systems, processes, procedures and best practices within the relevant framework in achieving mission effectiveness, operational efficiency and improved service delivery. Identify, investigate, select and develop appropriate sources of supply and solution providers. Oversee corporate procurement activities, administration of tender processes, contract management/administration, store/inventory, logistics, security, archiving and auxiliary office support functions. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Contribute to the strategic directions of the organisation. Pro-actively build sound relationship with key stakeholders and clients/customers including suppliers/service providers. Empower staff within the component by coaching, developing and skill-transfer.

Enquiries: Ms TF Ntuli, Tel (013) 766 5438

Post : Deputy Director: Security Management
Post Ref : Y1/009
Salary : R 1 059 105 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in the relevant field, minimum of 3 years proven experience in the field of Security Management. Competencies: Thorough understanding of security 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: Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the SSA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.

Enquiries: Mr CS Manyabeane, Tel (013) 766 5317

Post : Chief Education Specialist: FET Curriculum
Post Ref : Y1/175
Salary : R 1 106 808 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Sound knowledge of and experience in education 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. Proven expertise in budget and financial management. Computer literacy especially in spread sheets. Valid driver's license. Registration with SACE.

Duties: Promote the development and implementation of curriculum in line with FET subjects. Manage, co-ordinate and evaluate the development of curriculum frameworks and supplementary educational material. Oversee the formulation of policy regarding the learning field curriculum. Manage the evaluation of learning support material in line with national trends. Co-ordinate the provision of inputs regarding evaluation and certification. Serve as nodal point between the Department of Basic Education and the MDE regarding FET curriculum. Consult and network with other stakeholders i.r.o. the above.

Enquiries: Mr PS Zwane, Tel (013) 766 0995

Post : Chief Education Specialist: Education Library & IT Services
Post Ref : Y1/010
Salary : R 1 106 808 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate, manage and evaluate the development and implementation of policy on the provisioning and utilisation of printed media and the management of school and education libraries as well as the development and implementation of policy on the provisioning and utilisation of audio-visual hardware and software. Manage the Departmental Education Library for printed and audio-visual media. Co-ordinate, manage and monitor the development and implementation of policy on the utilisation of computer hardware and software at schools, education libraries and offices.

Enquiries: Ms LN Goba, Tel (013) 766 5811

Post : Chief Education Specialist: Research
Post Ref : Y1/011
Salary : R 1 106 808 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Good organisational-, planning, management and leadership skills. Effective knowledge of financial planning processes. Extensive knowledge of and appropriate proven experience in quantitative and qualitative methods of research and different research designs. Well developed verbal and written communication skills. Experienced in the development of a research plan. Ability to write quality reports. Above average ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purpose. Mastered statistical techniques for collecting, organising, analysing and interpreting of data. Valid driver's license. Registration with SACE.

Duties: Manage and lead the Research Unit. Render efficient and effective commissioned research services to all Branches. Support the staff of the Research Unit to ensure that goals and strategic objectives are achieved. Compile and submit weekly reports concerning achievements and progress. Plan, monitor and co-ordinate the budget process for the Unit. Monitor the utilization of funds allocated to the Unit as per delegation. Promote access to and the effective utilisation of resources. Be accountable for the Research Unit quality assurance. Liaise with relevant local and international stakeholders to determine research needs. Co-ordinate the planning of a workable research schedule for the Unit. Establish and maintain a research data base of information, including records of all research projects, resources and reference materials available. Produce and disseminate a quarterly research newsletter. Establish a Departmental Learning Journal. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs. Network information across the education community, universities and the world of work. Work in close co-operation with the relevant district- and Head Office staff. Provide relevant and timely empirical data. Draft and submit research proposals for approval. Conduct research, collecting, analysing and interpreting the data, writing, presenting and publishing reports. Write and submit for publication articles related to research conducted in the province. Prepare and deliver research driven paper(s) at educational conferences. Support formal research and Action Research Projects.

Enquiries: Mr D Mtembu, Tel (013) 766 5124

Post : CHIEF EDUCATION SPECIALIST: TEACHER DEVELOPMENT & GOVERNANCE
Post Ref : Y1/012
Salary : R 1 106 808 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage.

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

Comprehensive knowledge of the Public Service and education sector related legislation and policy initiatives, including teacher development and governance. Computer literacy. Valid driver's license. Registration with SACE. The following will serve as recommendations: excellent leadership-, interpersonal-, motivational-, analytical and financial management skills; good written and verbal communications skills; writing skills; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking.

Duties: Manage and co-ordinate the development of education management and -governance capacity as well as the development of and support to teachers in presenting learning systems. Co-ordinate, monitor and evaluate the management of district Education Development Centres (EDC's).

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : CHIEF EDUCATION SPECIALIST: TECHNOLOGY PROGRAMME
Post Ref : Y1/013
Salary : R 1 106 808 p.a.
Location : MST Academy, Emalahleni

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience which should include teaching experience in applicable subject area. Proven experience related to the publication of educational / scientific papers or journal articles pertaining to the subject area. Credible education management experience. Comprehensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks. Excellent leadership-, interpersonal-, motivational-, analytical and financial management skills. Good written and verbal communications, reporting and speech writing skills. Ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Computer literacy. Valid driver's license. Registration with SACE. An appropriate recognised PhD will serve as recommendation.

Duties: Evaluate, develop, implement, co-ordinate and monitor policies for teaching and learning of Mathematics / Science / Technology - as applicable - in the MST focus schools. Design and monitor the implementation of developmental -, support -, mentoring - and assessment programs for educators. Set the standards for performance. Render advice on competencies and performance indicators to ensure the delivery of quality education services. Promote subject enrolment in the school system, with a view to also increase the supply of qualifying candidates to enter into MST related courses in the higher education sector.

Enquiries: Mr I Zitha, Tel (013) 766 5671

Post : CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING
Post Ref : Y1/014
Salary : R 1 196 262 p.a.
Location : Head Office, Mbombela

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.

Duties: Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.

Enquiries: Ms JH Matukane, Tel (013) 766 5293

Post : QUANTITY SURVEYOR PRODUCTION GRADE A: PROJECTS MAINTENANCE
Post Ref : Y1/015
Salary : R 761 157 p.a.
Location : Head Office, Mbombela

Requirements: Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license

Duties: Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.

Enquiries: Ms JH Matukane, Tel (013) 766 5293

Post : ADMINISTRATIVE SUPPORT & CO-ORDINATION SERVICES: ADMINISTRATIVE SUPPORT, MEC'C OFFICE
Post Ref : Y1/016
Salary : R 896 436 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification plus 3 years relevant experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal / written).

Duties: Manage the administrative activities within the office of the executive authority. This would, inter

alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Enquiries: Ms DS Mthombathi, Tel (013) 766 5555

Post : DEPUTY DIRECTOR: BOOKKEEPING
Post Ref : Y1/017
Salary : R 896 436 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Cost Management or equivalent qualification plus 3 years relevant experience. Extensive 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). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. Valid driver's license.

Duties: Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of 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. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonored Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.

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

Post : DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT
Post Ref : Y1/018
Salary : R 896 436 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Commerce or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.

Duties: Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Ensure that effective Bid Administration is achieved through compilation of bid documentation, notification and invitation of bids/quotations proposals and submitting the bid evaluations to the Bid Adjudication Committee. Ensure that effective acquisition of goods and services are accomplished based on the Just-In-Time principle. Ensure effective Contract Administration including monitoring and evaluating the contractors' adherence to the contract agreement. Ensure the finalization of all audit inquiries. Provide support with inventory control and risk management. Execute HR Performance Management.

Enquiries: Ms TF Ntuli, Tel (013) 766 5438

Post : DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES
Post Ref : Y1/019
Salary : R 896 436 p.a.
Location : Gert Sibande District Office, Ermelo

Requirements: An undergraduate qualification (NQF 7/6) 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. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills

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

Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license

Duties: Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 509

Post : DEPUTY DIRECTOR: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION
Post Ref : Y1/020
Salary : R 896 436 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations / Labour Law or equivalent qualification plus a minimum of 3 years relevant experience in a Labour Relations environment. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with grievances and disputes. Credible experience in representing the employer at dispute resolution forums. Proven negotiation skills. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent networking skills. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

Duties: Manage the grievance and dispute resolution Unit. Promote and administer sound dispute resolution and -prevention mechanisms. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive grievance and dispute resolution service. Identify the needs for improved grievance and dispute resolution 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. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.

Enquiries: Mr HANgwenya, Tel (013) 766 5429

Post : DEPUTY DIRECTOR: HR SERVICES
Post Ref : Y1/021
Salary : R 896 436 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

Duties: Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : DEPUTY DIRECTOR: LABOUR RELATION
Post Ref : Y1/022
Salary : R 896 436 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth

knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

Duties: Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : DEPUTY DIRECTOR: PROPERTY MANAGEMENT
Post Ref : Y1/023
Salary : R 896 436 p.a.
Location : Head Office, Mbombela

Requirements: B Degree or Equivalent in Real Estate or Property Management. Five (5) years' relevant post-qualification (after completing qualification) experience. Strong policy development-, research and analytical skills. Knowledge of statistical research methods. Ability to collate detailed information. Strategic planning, organisational and problem solving skills. Well developed financial and project management skills. Well developed written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal and networking skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

Duties: Direct and manage the implementation of property administration functions. Manage land affairs and Immovable Asset Register. Manage leases. Manage Municipal Accounts. Manage use of utilities. Execute HR performance management

Enquiries: Ms JH Matukane, Tel (013) 766 5293

Post : ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMMES
(EHWP)
Post Ref : Y1/024
Salary : RR 582 444 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An appropriate National Diploma (NQF 6) as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes, as well as employee assistance programmes. Strong policy development and analytical skills. Proven management skills. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counseling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Strong ability to liaise at all levels. Good problem solving skills. Proven project management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Co-ordinate and monitor the implementation of policy, delegations, systems, practices and grievance procedures required for the provision of comprehensive assistance, care and support programmes to employees in the workplace. Manage the provision of care and support to employees infected with and affected by HIV/AIDS. Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Execute HR performance management.

Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : HOSTEL SUPERINTENDENT: BOARDING SCHOOL DEVELOPMENT & GOVERNANCE
Salary : R 582 444 p.a.

Requirements: An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.

Duties: Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.

Post Ref No Y1/025 - Izimbali Combined Boarding School, Amsterdam
Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

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

Post Ref No Y1/026 - Steve Tshwete Boarding School, ELANDSPRUIT, MIDDELBURG
Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post Ref No Y1/027 - Thaba Cheuw Boarding School, Mashishing
Enquiries: Mr T Magoane, Tel (013) 766 7410

Post : CHIEF EDUCATION SPECIALIST: TECHNOLOGY PROGRAMME
Salary : R 632 205 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 school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

Duties: Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

Post Ref No Y1/028 - KwaThandeka Circuit Office, Amsterdam
Post Ref No Y1/029 - Lekwa East Circuit Office, Standerton Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
Post Ref No Y1/030 - Emalahleni 2 Circuit Office, Emalahleni
Post Ref No Y1/031 - Thembisile Hani East Circuit Office, Kwaggafontein
Post Ref No Y1/032 - Steve Tshete 1 Circuit Office, Middelburg Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/033 - White River Circuit Office, White River
Post Ref No Y1/034 - Sikhulile Circuit Office, Kanyamazane
Post Ref No Y1/035 - Nkomazi East Circuit Office, Kwalugedlane
Post Ref No Y1/176 - Nkululeko Circuit Office, Matsulu Enquiries: Ms JT Dlamini, Tel (013) 766 0508
Post Ref No Y1/036 - Lehukwe Circuit Office, Cuningmoore
Post Ref No Y1/037 - Marite Circuit Office, Mkhuhlu
Post Ref No Y1/038 - Sabie Circuit Office, Sabie
Post Ref No Y1/177 - Ngwaritsane Circuit Office, Bushbuckridge Enquiries: Mr T Magoane, Tel (013) 766 7410

Post : DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION MANAGEMENT & - GOVERNANCE DEVELOPMENT
Post Ref : Y1/039
Salary : R 632 205 p.a.
Location : Gert Sibande District Office, Ermelo

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge and understanding of the implementation, monitoring and maintainance of education management and -governance capacity development programmes. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Function as district Co-ordinator in regard of the planning, management and monitoring of the implementation of education management and -governance capacity development programmes. Co-ordinate and manage the implementation of a district education programme to ensure quality leadership in education.

Co-ordinate and manage the implementation of a district governance capacity development programme to ensure quality of governance at all levels of education. Co-ordinate and manage the implementation of learner affairs development programmes to ensure quality school youth support in all levels of education. Co-ordinate and manage institutional safety initiatives and the implementation thereof. Implement and maintain systems that would assure quality regarding the implementation of the mentioned programmes.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post : DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION MANAGEMENT & - GOVERNANCE DEVELOPMENT
Salary : R 632 205 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge and understanding of the implementation, monitoring and maintainance of education management and -governance capacity development programmes. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Function as district Co-ordinator in regard of the planning, management and monitoring of the implementation of education management and -governance capacity development programmes. Co-ordinate and manage the implementation of a district education programme to ensure quality leadership in education. Co-ordinate and manage the implementation of a district governance capacity development programme to ensure quality of governance at all levels of education. Co-ordinate and manage the implementation of learner affairs development programmes to ensure quality school youth support in all levels of education. Co-ordinate and manage institutional safety initiatives and the implementation thereof. Implement and maintain systems that would assure quality regarding the implementation of the mentioned programmes.

Post Ref No Y1/040 - Ehlanzeni District Office, Kanyamazane Enquiries: Ms JT Dlamini, Tel (013) 766 0508
Post Ref No Y1/041 - Bohlabela District Office, Bushbuckridge Enquiries: Mr TZ Magoane, Tel (013) 766 7410

Post : DEPUTY CHIEF EDUCATION SPECIALIST: FET- & INDEPENDENT INSTITUTION COMPLIANCE
Post Ref : Y1/042
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

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 education management as well as interaction between various roleplayers in the specific field. A strong interest in the development of the education system. Sound knowledge of educational law. Good organisational, planning and management skills. Proven expertise in budget and financial management MS Office competency (candidates will have to do a practical assignment). Valid drivers' license. Registration with SACE

Duties: Render institutional management services to FET Institutions, including: Administration of the establishment/ amalgamation/ conversion/ closure of institutions/campuses Facilitation of norms and the distribution of posts for the annual post establishments of FET institutions and campuses, as well as monitoring the utilisation thereof Evaluation of institutional budget needs, and monitoring of financial audits and accountability Rendering of assistance to FET institutions to obtain accreditation Analysis of the financial expenditure of institutions and their quarterly reports regarding progress on operational plans and reporting of "early warning signals" Co-ordination, monitoring and evaluation of the implementation of FET policy and programmes Co-ordination of the development of institutional strategic plans Alignment of institutions' financial policies with provincial and national policies Monitoring of examinations at FET Colleges. Render management services in regard of independent Institutions, including: Verification of enrolments and compliance to minimum standards on a regular basis Ensuring that the governance of Independent Institutions comply with national and provincial policies Evaluation of new applications and making recommendations regarding registration Maintenance of a comprehensive register of all independent schools in the Province Receiving, analysing and processing applications for subsidy Administration of subsidies for independent schools.

Enquiries: Mr NC Buthelezi, Tel (013) 766 5418

Post : DEPUTY CHIEF EDUCATION SPECIALIST: FET TECHNOLOGY PROGRAMMES
Post Ref : Y1/43
Salary : R 632 205 p.a.
Location : MST Academy, Emalahleni

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. Extensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks. Proven achievements in promoting the quality of teaching and learning in the applicable subject area. Good organisational, planning and verbal and written communication skills. Innovative, analytical and creative thinking. Computer literacy. Valid driver's license. Registration with SACE. An appropriate recognised Master of Science degree will serve as recommendation.

Duties: Advance the delivery of quality technology education in the FET phase. Analyse educator developmental needs. Develop training material. Deliver in service learning programs to educators. Assess the academic and professional qualifications of teachers and advise on the formal upgrading thereof. Provide resource materials and digital curriculum implementation support. Monitor and evaluate effectiveness of programmes and strategies. Support subject teaching in the MST focus schools and Dinaledi schools.

Enquiries: Mr I Zitha, Tel (013) 766 5671

Post : DEPUTY CHIEF EDUCATION SPECIALIST: INSTITUTIONAL SAFETY
Post Ref : Y1/044
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Experience with the implementation of programmes, projects and events related to governance and safety management in schools.

Good understanding, interpretation and implementation of relevant education laws and policies governing safety in schools. Good organizational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

Duties: Manage a provincial programme for the implementation of education laws and policies on institutional safety. Co-ordinate the development and provision of material for capacity building. Setting up and develop capacity of institutional safety committees. Liaise with relevant structures pertaining institutional safety. Manage data on the status of each school in the province on crime related matters (data base). Co-ordinate school safety events. Monitor and support schools on the implementation of relevant legislations, policies and procedures.

Enquiries: Mr R Thwala, Tel (013) 766 5868

Post : DEPUTY CHIEF EDUCATION SPECIALIST: QUALITY MANAGEMENT AND SUPPORT
Post Ref : Y1/045
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

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.

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

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.

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

Post : DEPUTY CHIEF EDUCATION SPECIALIST: RESEARCH
Post Ref : Y1/046
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational and planning skills. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Well developed verbal and written communication skills. Sound knowledge and experienced in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Experienced in statistical techniques for collecting, organising, analysing and interpreting of data. Valid driver's license. Registration with SACE.

Duties: Form part of the Research Unit Management Team. Support the manager of the Research Unit to enable a well managed Research Unit and that goals and strategic objectives are achieved. Compile and submit weekly reports to the Unit Manager concerning achievements and progress. Interact with the line manager to determine research needs. Promote access to and the effective utilisation of resources. Give inputs regarding the planning of a workable research schedule for the Unit. Establish and maintain a research data base of information, including records of all research projects, resources and reference materials available. Produce and disseminate a quarterly research newsletter. Assist with the establishment of a Departmental Learning Journal. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs. Work in close co-operation with the relevant district- and Head Office staff. Assist with the provisionig of relevant and timely empirical data. Draft and submit to the line manager research proposals for approval. Support the conducting of research, collecting, analysing and interpreting the data, writing, presenting and publishing reports. Write and submit for publication articles related to research conducted in the province. Prepare research driven paper(s) at educational conferences. Support formal research and Action Research Projects.

Enquiries: Mr MD Mtembu, Tel (013) 766 5124

Post : DEPUTY CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION & DEVELOPMENT
Salary : R 632 205 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Comprehensive knowledge of the education sector related legislation and policies, including the IQMS. Sound knowledge and experience of educational management, project management and HR development strategies. Good organisational- and planning skills. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Ability to work under pressure. Computer literacy. Valid driver's license. Registration with SACE

Duties: Monitor and evaluate learning systems. Research and analyse teacher needs (Induction and INSET). Analyse and develop a database of existing programmes and qualifications for teachers. Co-ordinate and monitor implementation of the teacher development aspects of the IQMS. Determine the appropriateness of educator development programmes. Analyse the district Development Plans and suggest possible teacher support-, development- and mentoring programmes. Support, monitor and analyse the implementation of learning programmes, - systems and learning support materials as well as related in-service education and training for teachers. Support and evaluate policies and strategies set for flexible teaching systems. Provide development, support and mentoring. Develop a consolidated departmental register of teacher training needs and -programmes. Assist in setting standards for performance development. Co-ordinate education development centre activities. Co-ordinate PDP and National Teaching Awards for educators.

Post Ref No Y1/047 - Head Office, Mbombela Enquiries: Mr R Thwala, Tel (013) 766 5868
Post Ref No Y1/048 - Bohlabela District Office, Bushbuckridge Enquiries: Mr TZ Magoane, Tel (013) 766 7410

Post : DEPUTY CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION
Post Ref : Y1/049
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound understanding of departmental and related policies. Incumbent should be goal orientated and self driven. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Ability to work under pressure. Computer literacy. Valid driver's license. Registration with SACE. Previous experience in quality assuring will be a recommendation.

Duties: Improve quality teaching and learning in all learning sites through monitoring and evaluation systems. Plan and implement Whole School Evaluation in all levels of the education system within prescribed national policy. Conduct training on all aspects of Whole School Evaluation policy/IQMS policy. Monitor and evaluate performance of schools. Deal with ETQA matters. Collate and draft reports on Whole School Evaluation. Conduct Whole School Evaluation in schools i.e. pre evaluation, on site evaluation, post evaluation and all other aspects as required in terms of the policy framework. Collect and analyse data for systemic evaluation in respect of the exit points i.e. grade 3 and 6. Monitor the implementation of the Integrated Quality Management System.

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

Post : DEPUTY CHIEF EDUCATION SPECIALIST (CENTRE MANAGER): EDUCATION CENTRE
Post Ref : Y1/050
Salary : R 632 205 p.a.
Location : Mondri Education Centre, Mkhondo

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning, management and leadership skills. Sound knowledge and proven experience in Project Management. Well developed verbal and written communication skills. Sound knowledge of marketing and financial planning activities. Computer literacy. Valid driver's license. Registration / provisional registration with SACE. The following will serve as strong recommendations: A relevant postgraduate qualification in Educational Management; Experience in the teaching of science and career guidance as well as working experience in a Science Centre

Duties: Lead and co-ordinate the overall day-to-day management of Centre activities. Lead and support the staff of the Centre to ensure that goals and objectives are achieved. Promote the Centre strategies for the development and effective use of resources. Co-ordinate the development and implementation of the annual Centre Programme. Develop and implement a marketing strategy. Render an advisory service to Centre officials and schools. Co-ordinate the annual budget process for the Centre. Co-ordinate and render support to school groups visiting the Centre. Establish and maintain a data base of information to include records of activities, resources and reference materials available in the Centres. Monitor utilisation of funds allocated to the Centre as per delegation. Act as information exchange and disseminate information to the education community and industries. Develop strong vibrant relationships with relevant stakeholders. Produce and disseminate a quarterly newsletter. Network information across the education community and industries served by the Centre. Promote access to and the effective utilisation of resources. Coordinate the development and maintenance of new programs and material. Work in close co-operation with the relevant district- and Head Office staff. Provide relevant and timely management information. Support formal research and Action Research Projects. Be accountable for the Centre quality assurance.

Enquiries: Mr M Mnguni, Tel (017) 826 5703

Post : SENIOR EDUCATION SPECIALIST: EDUCATION MANAGEMENT DEVELOPMENT
Salary : R 514 563 p.a.

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Sound knowledge of the education sector related legislation and policies. Knowledge and understanding of educational management and HR development strategies. Excellent writing skills. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Manage and co-ordinate the implementation of a district education programme to ensure quality leadership in education which include the management of the provision of advice on competencies and performance indicators for education managers, the co-ordination of the implementation of provincial policies on career pathing, induction and in-service training of education managers at all levels as well as the implementation of training programmes for education managers as per training strategy and the management of the rendering of support to education managers at the implementation level of education

Post Ref No Y1/051 - Nkangala District Office, KwaMhlanga Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/052 - Bohlabela District Office, Bushbuckridge Enquiries: Mr TZ Magoane, Tel (013) 766 7410

Post : SENIOR EDUCATION SPECIALIST: GOVERNANCE DEVELOPMENT
Salary : R 514 563 p.a.

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Sound knowledge of the education sector related legislation and policies. Knowledge and understanding of education governance. Excellent writing skills. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate and implement a district governance capacity development programme, including: co-ordination of the provision of materials for capacity building of school governing bodies; support of provincial programmes for capacity building of school governing bodies; audit of governing bodies' managerial capacity in terms of the norms and standards for school funding.

Post Ref No Y1/053 - Gert Sibande District Office, Ermelo Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
Post Ref No Y1/054 - Ehlanzeni District Office, Kanyamazane Enquiries: Ms JT Dlamini, Tel (013) 766 0508

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

Post : SENIOR EDUCATION SPECIALIST: INSTITUTIONAL SAFETY
Post Ref : Y1/055
Salary : R 514 563 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Advanced verbal and written communication skills. Sound knowledge of/experience in institutional safety policies, programs and strategies. Analytical and research skills. Well developed strategic planning and organisational skills. Ability to work under pressure and meet deadlines. Excellent report writing skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Implement and manage a district institutional development programme for the implementation of policies on institutional safety. Provide material for capacity building. Develop the capacity of institutional safety committees. Liaise with relevant stakeholders pertaining to institutional safety.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : SENIOR EDUCATION SPECIALIST: INSTITUTIONAL SAFETY
Post Ref : Y1/056
Salary : R 514 563 p.a.
Location : Ehlanzeni District Office, Kanyamazane

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Advanced verbal and written communication skills. Sound knowledge of/experience in institutional safety policies, programs and strategies. Analytical and research skills. Well developed strategic planning and organisational skills. Ability to work under pressure and meet deadlines. Excellent report writing skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Implement and manage a district institutional development programme for the implementation of policies on institutional safety. Provide material for capacity building. Develop the capacity of institutional safety committees. Liaise with relevant stakeholders pertaining to institutional safety.

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

Post : SENIOR EDUCATION SPECIALIST: TEACHER EDUCATION & DEVELOPMENT
Post Ref : Y1/057
Salary : R 514 563 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Sound knowledge of the education sector related legislation and policies, including the IQMS. Knowledge and understanding of educational management and HR development strategies. Excellent writing skills. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Audit all professional development needs within the district. Compile an annual integrated report on training needs. Co-ordinate the integration of the training menu. Co-ordinate the evaluation and monitoring of the impact of training. Co-ordinate and monitor the implementation of the teacher development aspects of the IQMS.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL
Post Ref : Y1/058
Salary : R 476 367 p.a.
Location : Gert Sibande District Office, Ermelo

Requirements: A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.

Duties: Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post : CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL
Salary : R 476 367 p.a.

Requirements: A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.

Duties: Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

Post Ref No Y1/059 - Steve Tshwete Boarding School, Elandspruit, Middelburg Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/061 - Thaba Cheuw Boarding School, Mashishing Enquiries: Mr T Magoane, Tel (013) 766 7410

Post : ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT
Salary : R 468 459 p.a

Salary: Requirements: An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

Duties: Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and –prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

Post Ref No Y1/062 - Gert Sibande District Office, Ermelo Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
Post Ref No Y1/063 - Nkangala District Office, KwaMhlanga Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/064 - Ehlanzeni District Office, Kanyamazane Enquiries: Ms JT Dlamini, Tel (013) 766 0508
Post Ref No Y1/065 - Bohlabela District Office, Bushbuckridge Enquiries: Mr TZ Magoane, Tel (013) 766 7410

Post : ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT
Post Ref : Y1/066
Salary : R 468 459 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

Duties: Manage and ensure the implementation of policies, delegations, systems and practices required for the efficient, equitable and conclusive management of all matters pertaining to incapacity/inefficiency (officials) and incapacity (educators), as well as employee behaviour (educators and officials). Manage and co-ordinate the investigation of disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Manage the creation and maintainance of database and PERSAL records in regard of misconduct and incapacity. Provide related management information. Develop capacity in relation to the management of incapacity and misconduct throughout the district system.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : ASSISTANT DIRECTOR: COMMUNICATION
Post Ref : Y1/067
Salary : R 468 459 p.a.
Location : Gert Sibande District Office, Ermelo

Requirements: An appropriate National Diploma (NQF 6) in Communication/Marketing as recognised by SAQA or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: Understanding of the education legislative framework. Management skills. Computer literacy and good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license.

Duties: Manage the rendering of all district communication services. Manage and co-ordinate the development and maintenance of good relations with the media, and co-ordinate district production and publication matters. Co-ordinate the development and maintenance of good relations between the department and it's internal and external publics. Participate in relevant Media Forums.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post : ASSISTANT DIRECTOR: HIV/AIDS IN THE WORKPLACE
Post Ref : Y1/069
Salary : R 468 459 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 6) in the relevant field as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience in the field. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Strong policy development and analytical skills. Proven management skills. Good understanding of project management. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counseling 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: Develop, 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.

Enquiries: Ms PD Mhlanga, Tel (013) 766 5555

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

Post : RESEARCHER: RESEARCH
Post Ref : Y1/071
Salary : R 468 459 p.a.
Location : MST Academy, Emalahleni

Requirements: An appropriate recognised Honors degree backed by a BSC degree or equivalent in Mathematics, Physics or Chemistry as well as at least seven years relevant experience. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Sound knowledge and experience in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Experience in statistical techniques for collecting, organising, analysing and interpreting of data. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Well developed verbal and written communication skills. Good organisational and planning skills. Valid driver's license

Duties: Support the manager of the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Interact with the line manager, districts and schools to determine research needs. Promote access to and the effective utilisation of resources. Maintain a research data base of information, including records of all research projects, resources and reference materials available. Assist with the provision of relevant and timely empirical data. Collect, analyse and interpret data, and assist with the writing, presentation and publication of reports. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs.

Enquiries: Mr I Zitha, Tel (013) 766 5671

Post : RISK OFFICER: RISK MANAGEMENT
Post Ref : Y1/072
Salary : R 468 459 p.a.
Location : Head Office, Mbombela

Requirements: A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. 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: Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption

Enquiries: Mr MEM Bhembe, Tel (013) 766 5431

Post : CHIEF WORKS INSPECTOR: WORKS INSPECTIONS
Post Ref : Y1/073
Salary : R 397 116 p.a.
Location : Nkangala District Office, KwaMhlanga

Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

Duties: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.

Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : ASSISTANT DIRECTOR: HR BENEFITS ADMINISTRATION
Post Ref : Y1/074
Salary : R 468 459 p.a.
Location : Head Office, Mbombela

Requirements: An undergraduate qualification (NQF 6) in Human Resource Management / Public Management as recognised by SAQA or equivalent qualification plus a minimum of 3 years experience in HRM administration. 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: Develop, co-ordinate, monitor and review policy, delegations systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, including salaries and hourly remuneration, benefits and compensation as well as the maintenance of detailed personnel records, both on file and on PERSAL. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters. Provide related management information.

Enquiries: Ms F Khoza, Tel (013) 766 5501

Post : DEPUTY CHIEF EDUCATION SPECIALIST: LIFE SKILLS
Post Ref : Y1/075
Salary : R 632 205 p.a.
Location : Head Office, Mbombela

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: Develop and implement a HIV/Aids Education programme for schools with the main focus on prevention, care & support for learners affected and infected with the virus. Facilitate the management of HIV/Aids in schools. Provide HIV/Aids learner support material. Monitor and evaluate all HIV/Aids interventions and strategies and assess the impact thereof.

Enquiries: Ms D Mtileni, Tel (013) 766 5053

ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL
Post Ref : Y1/076
Salary : R 325 101 p.a.
Location : Ezakheni Boarding School, Driefontein

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration plus sufficient credible experience with specific reference to bookkeeping and financial administration. Relevant National Diploma (NQF6) as recognised by SAQA will be an added advantage. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post : ADMIN OFFICER: NUTRITION PROGRAMMES
Salary : R 325 101 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus sufficient credible experience. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.

Post Ref No Y1/173 - Nkangala District Office, KwaMhlanga Enquiries: Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/174 - Ehlanzeni District Office, Kanyamazane Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post : PRINCIPAL HR OFFICER: HR PROVISIONING
Post Ref : Y1/077
Salary : R 325 101 p.a.
Location : Bohlabela District Office, Bushbuckridge

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 records on files and on PERSAL. Provide related management information services. Train and supervise staff.

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

Post : SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)
Salary : R 325 101 p.a.

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. Co-ordinate SHERQ activities. Conduct OHS audits.

Post Ref No Y1/078 - Gert Sibande District Office, Ermelo Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post Ref No Y1/079 - Ehlanzeni District Office, Kanyamazane Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post : SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE
Salary : R 325 101 p.a.

Requirements: National Diploma (NQF6) 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 Y1/080 - Gert Sibande District Office, ErmeloEnquiries:Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
Post Ref No Y1/081 - Nkangala District Office, KwaMhlangaEnquiries:Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725

Post : PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL
Salary : R 269 499 p.a.

Requirements: An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic FirstAid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.

Duties: Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

Post Ref No Y1/082 - Steve Tshwete Boarding School, Elandspruit, Middelburg Enquiries:Ms M Masilela, Tel (013) 947 1816 / Ms LS Malatjie, Tel (013) 947 1725
Post Ref No Y1/083 - Thaba Chweu Boarding School, Mashishing Enquiries:Mr T Magoane, Tel (013) 766 7410

Post : WORKS INSPECTOR: WORKS INSPECTIONS
Post Ref : Y1/084
Salary : R 269 499 p.a.
Location : Bohlabela District Office, Bushbuckridge

Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

Duties: Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

NB: Kindly note that the post of **Assistant Director: HR Benefits Administration in Head Office (Post Ref No: Y1/074)** advertised in Public Service Vacancy Circular 19 dated 6 June 2025, requirements' have been **amended** as follows:

An undergraduate qualification (NQF 6) in Human Resource Management / Public Management as recognised by SAQA or equivalent qualification plus a minimum of 3 years experience in HRM administration. 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.

APPLICATIONS:

- Applications must include a completed and signed latest Z83 form (effective from 1 January 2021), obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at <https://mpeducation.mpg.gov.za>
- [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.

- **Applicants must ensure that they fully complete part A, B and C as well as the declaration and sign form Z83, together with a CV. incomplete and/or unsigned applications will not be considered.**
- **If you are currently in service, please indicate your persal number at the top of Z83 form**

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 26 June 2025**.

- **PLEASE NOTE THE FOLLOWING CONDITIONS:** 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.
- All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media).
- 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.
- 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.
- **To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities are encouraged to apply for these posts and are required to attach documentary proof substantiating 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: 16:00 on Thursday 26 June 2025

Note: Persons with disabilities are encouraged to apply



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