



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

ACCOUNTING CLERK: BUDGET

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Assist with the administration of the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports.

Post Ref No Y1/085 - Head Office, Mbombela

Enquiries: Mr SW Nkoala, Tel (013) 766 5329

ACCOUNTING CLERK: GENERAL EXPENDITURE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Administer general expenditure and revenue collection matters, including the preparation, capturing and filing of general payments and credit notes, distribution of BAS cheques, and the rendering of cashier duties iro revenue collection.

Post Ref No Y1/086 - Head Office, Mbombela

Enquiries: Mr GL Maphori, Tel (013) 766 5041

ACCOUNTING CLERK: GENERAL EXPENDITURE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

Post Ref No Y1/087 - Nkangala District Office, KwaMhlanga

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

ACCOUNTING CLERK: GENERAL EXPENDITURE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

Post Ref No Y1/088 - Bohlabela District Office, Bushbuckridge

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

ACCOUNTING CLERK: REVENUE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Administer the collection of revenue, including the capturing of receipts, balance cash on hand with receipts issued, bank moneys, file receipt and deposit documentation, reconcile revenue collected and prepare payment in favour of the Provincial Revenue Fund, control revenue related suspense accounts.

Post Ref No Y1/089 - Head Office, Mbombela

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

ACCOUNTING CLERK: SALARIES

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Administer central salary matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., and paysheet control.

Post Ref No Y1/090 - Head Office, Mbombela

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

ACCOUNTING CLERK: SALARIES

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant

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information on existing systems and provide this information when required. Process queries.

Post Ref No Y1/091 - Gert Sibande District Office, Ermelo

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

Post Ref No Y1/092 - Bohlabela District Office, Bushbuckridge

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

ACCOUNTING CLERK: SALARY ACCOUNTS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

Post Ref No Y1/093 - Bohlabela District Office, Bushbuckridge

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

ACCOUNTING CLERK: SYSTEM CONTROL

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: This role is responsible to provide financial clerical support and the control of finances. Capture data. Maintain database. Verify payments. Maintain information. Process queries.

Post Ref No Y1/094 - Head Office, Mbombela

Enquiries: Mr M Kruger, Tel (013) 766 5273

ADMIN CLERK: CIRCUIT OFFICE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy.

Duties: Render financial- and logistical administration support services. Render HR administration support services, including payroll verification, and dealing with enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries.

Post Ref No Y1/095 - Emalahleni 3 Circuit Office, Emalahleni

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Post Ref No Y1/096 - Tweefontein North Circuit Office, KwaMhlanga

Post Ref No Y1/097 - Kwaggafontein West Circuit Office, Kwaggafontein

Post Ref No Y1/098 - Steve Tshwete 2 Circuit Office, Middelburg

Post Ref No Y1/099 - Steve Tshwete 3 Circuit Office, Middelburg

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

Post Ref No Y1/100 - Mgwenya Circuit Office, Kanyamazane

Post Ref No Y1/101 - Malelane Circuit Office, Kamhlushwa

Post Ref No Y1/102 - Nkomazi East Circuit Office, Kwalugedlane

Post Ref No Y1/103 - White-Hazy 2 Circuit Office, Masoyi

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

Post Ref No Y1/104 - Agincourt Circuit Office, Agincourt Trust, MP Stream

Post Ref No Y1/105 - Thulamahashe Circuit Office, Thulamahashe

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

ADMIN CLERK: EDUCATION DEVELOPMENT CENTRE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render financial- and logistical administration support services. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries.

Post Ref No Y1/106 - White River Education Development Centre, White River

Post Ref No Y1/107 - White River Education Development Centre, White River

Post Ref No Y1/108 - Nkomazi Education Development Centre, Malelane

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

ADMIN CLERK: GG TRANSPORT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy. Valid driver's license will be an advantage.

Duties: Render diverse administrative support services pertaining to transport-, security- and auxiliary services in accordance with policy and delegations. Administer services i.r.o GG transport, subsidised transport and scholar transport. Administer the provisioning of security services. Administer other auxiliary services. Capture data and maintain database. Provide clerical support.

Post Ref No Y1/109 - Nkangala District Office, KwaMhlanga

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

ADMIN CLERK: NUTRITION PROGRAMMES

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy.

Duties: Provide a support service in respect of the Nutrition Programmes component, including general administrative-, logistical- and typing support services. Receive, co-ordinate and distribute information between the office and related structures. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary. Administer payment of service providers, and maintain financial records. Process queries.

Post Ref No Y1/110 - Bohlabela District Office, Bushbuckridge

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

ADMIN CLERK: OFFICE ADMINISTRATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy. A valid drivers license will be an advantage

Duties: Render central accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for telephones and diverse accounts. Process queries.

Post Ref No Y1/111 - Head Office, Mbombela

Enquiries: Ms GB Thaga, Tel (013) 766 5099

ADMIN CLERK: OFFICE ADMINISTRATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render district accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for labour saving devices, telephones and diverse accounts. Process queries.

Post Ref No Y1/112 - Gert Sibande District Office, Ermelo

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

ADMIN CLERK: PUBLIC EXAMINATIONS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer all matters pertaining to public examinations at district level. Execute examination preparations. Administer exam material. Organise transport regarding other exam material and scripts. Process queries.

Post Ref No Y1/113 - Gert Sibande District Office, Ermelo

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

ADMIN CLERK: PUBLIC EXAMINATIONS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer all matters pertaining to public examinations at district level. Execute examination preparations. Administer exam material. Organise transport regarding other exam material and scripts. Process queries.

Post Ref No Y1/114 - Nkangala District Office, KwaMhlanga

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

Post Ref No Y1/115 - Ehlanzeni District Office, Kanyamazane

Post Ref No Y1/116 - Ehlanzeni District Office, Kanyamazane

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

ADMIN CLERK: SCHOLAR TRANSPORT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer tenders, service contracts and the budget for scholar transport. Receive bids for the provision of scholar transport and administer the submission for recommendation. Verify payments to service providers. Handle all administration matters with regard to service agreement contracts. Deal with all enquiries with regard to the above.

Post Ref No Y1/117 - Gert Sibande District Office, Ermelo

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

ADMIN CLERK: SUPPORT SERVICES

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Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Advanced proven computer skills. Relevant experience in the field of office administration will be an added advantage.

Duties: Provide general office-, administrative-, logistical- and typing support services for the various components of the Academy, including switchboard, reception, client referral, replication and helpdesk services, creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, procuring equipment and stationery, conducting asset management and arranging travel and accommodation whenever required.

Post Ref No Y1/118 - MST Academy, Emalahleni

Enquiries: Ms. MD Ndinisa, Tel (013) 766 5668

ADMIN CLERK: TRANSFORMATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Proven computer user skills.

Duties: Render diverse administration support services regarding all matters pertaining to the transformation of civil society. Administer transformation-, gender and equity plans. Capture data and maintain database. Provide clerical and typing support.

Post Ref No Y1/119 - Nkangala District Office, KwaMhlanga

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

Post Ref No Y1/120 - Ehlanzeni District Office, Kanyamazane

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

EXAM ADMIN CLERK: EXAM ADMINISTRATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Register candidates for grade 12 national senior certificate including supplementary exams and remarking applicants. Administer the filing of registration forms and promotional schedules. Handle all the printing of mark sheets (Written, Pat, Oral, and SBA). Verify correlation of captured marks against complete computerized SBA mark sheets. Capture final written marks of external exams and generate statements of results. Render quality assurance services in the registration of candidates to ensure compliance. Assist in other exam units during peak periods.

Post Ref No Y1/121 - Head Office, Mbombela

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

EXAM ADMIN CLERK: QUESTION PAPERS AND PRODUCTION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Handle all administrative processes for the printing and production of question papers. Sort, label and pack question papers according to prescriptions. Ensure proper safety of all assessment and examination material in store rooms. Administer the effecting of amendments on question papers and assessment tools as may be required. Administer all development on various subjects and learning areas. Prepare question papers for printing. Do the proof-reading of question paper corrections as well as the typing of question papers and other related materials. Assist in other exam units during peak periods.

Post Ref No Y1/122 - Head Office, Mbombela

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

GENERAL ADMIN CLERK: UNIT SUPPORT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Computer skills. Relevant experience in the field of office administration will be an added advantage.

Duties: Provide a support services for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

Post Ref No Y1/123 - Gert Sibande District Office, Ermelo (General Support - Fin & Support Services)

Post Ref No Y1/124 - Gert Sibande District Office, Ermelo (General Support - HR Services)

Post Ref No Y1/125 - Gert Sibande District Office, Ermelo (General Support - Labour Relations)

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

Post Ref No Y1/126 - Nkangala District Office, KwaMhlanga (General Support - GET)

Enquiries: Ms M Masilela, Tel (013) 947 1788

Post Ref No Y1/127 - Nkangala District Office, KwaMhlanga (General Support - Incl Ed & Curr Enrichment)

Post Ref No Y1/128 - Nkangala District Office, KwaMhlanga (General Support - FET)

Post Ref No Y1/129 - Nkangala District Office, KwaMhlanga (General Support - Teacher Development & Gov)

Post Ref No Y1/130 - Nkangala District Office, KwaMhlanga (General Support - HR Services)

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

Post Ref No Y1/131 - Ehlanzeni District Office, Kanyamazane (General Support - FET)

Post Ref No Y1/132 - Ehlanzeni District Office, Kanyamazane (General Support - Teacher Development & Gov)

Post Ref No Y1/133 - Ehlanzeni District Office, Kanyamazane (General Support - Fin & Support Services)

Post Ref No Y1/134 - Ehlanzeni District Office, Kanyamazane (General Support - Infrastructure & Information)

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

Post Ref No Y1/135 - Bohlabela District Office, Bushbuckridge (GENERAL SUPPORT (LABOUR RELATIONS))

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

GENERAL ADMIN CLERK: UNIT SUPPORT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Computer skills. Relevant experience in the field of office administration will be an added advantage.

Duties: Provide a support services for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

Post Ref No Y1/136 - Head Office, Mbombela (General Support - FET)

Enquiries: Ms A Rikhotso, Tel (013) 766 0905

Post Ref No Y1/137 - Head Office, Mbombela (General Support - Labour Relations)

Enquiries: Mr CS Koza, Tel (013) 766 5423

Post Ref No Y1/138 - Head Office, Mbombela (GENERAL SUPPORT (INTERNAL AUDIT))

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

Post Ref No Y1/139 - Head Office, Mbombela (GENERAL SUPPORT (COMMUNICATION))

Enquiries: Mr GS Sambo, Tel (013) 766 5005

HR CLERK: HR BENEFITS ADMINISTRATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer all non-decentralised matters related to HR remuneration, including salaries and hourly remuneration, benefits, allowances and compensation. Maintain detailed personnel records both on file and on PERSAL.

Post Ref No Y1/140 - Head Office, Mbombela

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

HR CLERK: HR CAREER MATTERS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer all decentralised matters related to HR Career Matters, including routine aspects of the HR Performance mgmt- and incentive systems, probation, promotions and transfers, salary adjustments and rank conversions, UIF and hourly remuneration.

Post Ref No Y1/141 - Gert Sibande District Office, Ermelo

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

Post Ref No Y1/142 - Bohlabela District Office, Bushbuckridge

Post Ref No Y1/143 - Bohlabela District Office, Bushbuckridge

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

HR CLERK: HR EMPLOYMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer non-decentralised matters related to the employment, promotion and transfer of human resources including the administration of all new employment matters and re-instatement of salaries as well as the administration of all promotions, transfers, rank translations and acting appointments in regard of the non-decentralised files and records. Administer the employment of interns. Deal with the administration of the vacating of posts and create and maintain valid employment records on files and on PERSAL.

Post Ref No Y1/144 - Head Office, Mbombela

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

Post Ref No Y1/145 - Gert Sibande District Office, Ermelo

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

Post Ref No Y1/146 - Bohlabela District Office, Bushbuckridge

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

HR CLERK: HR HOUSING & LEAVE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No Y1/147 - Bohlabela District Office, Bushbuckridge

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

HR CLERK: HR PERFORMANCE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: Establishment Administration-, Recruitment-, Employment-, HR Benefits Administration- and/or HR Performance Management. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No Y1/148 - Head Office, Mbombela

Enquiries: Ms A Mthisi, Tel (013) 766 5596

HR CLERK: HR PROVISIONING

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No Y1/149 - Gert Sibande District Office, Ermelo

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

Post Ref No Y1/150 - Nkangala District Office, KwaMhlanga

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

HR CLERK: HR RECRUITMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer non-decentralised matters related to the provisioning of human resources in line with strategic HR plans, including all job application related matters, the preparation for selection interviews and the archiving of selection records.

Post Ref No Y1/151 - Head Office, Mbombela

Enquiries: Ms S Mkhathshwa, Tel (013) 766 5175

HR CLERK: PERSAL SYSTEM- & HR PROJECT MANAGEMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Implement effective PERSAL control, security and audit measures. Conduct audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Orientate users and provide user support. Provide PERSAL information. Maintain district HR database control. Implement and administer all district HR Projects. Capture data on HR related matters for reporting purposes. Deal with all related enquiries.

Post Ref No Y1/152 - Gert Sibande District Office, Ermelo

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

PROVISIONING ADMIN CLERK: ASSET CONTROL

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render administration and support services in regard to the execution of stocktaking, submission of stocktaking reports and compiling and updating of stock inventories. Administer loss control and implement the Disposal Plan. Execute internal control inspections. Maintain systems and registers, and provide information as required.

Post Ref No Y1/153 - Nkangala District Office, KwaMhlanga

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

Post Ref No Y1/154 - Bohlabela District Office, Bushbuckridge

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

PROVISIONING ADMIN CLERK: ASSET CONTROL

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render administration and support services with regard to planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required.

Post Ref No Y1/155 - Head Office, Mbombela

Enquiries: Ms UM Dinkelmann, Tel (013) 766 5750

PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render provisioning administration services, including codification, transit management, receipt and issue of goods. Render stock control services, including postings, evidence registration and delivery obligations.

Post Ref No Y1/156 - Head Office, Mbombela

Enquiries: Mr MJ Nong, Tel (013) 766 5153

PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render administrative support services pertaining to any of the following: Demand-, Acquisition-, Logistical management-, Security-, Movable and Immovable assets- and/or Asset Control functions. Capture data and maintain databases and systems. Maintain all relevant records and management information. Arrange meetings if so required. Deal with travelling and accommodation arrangements and ordering of stationary where applicable. Provide clerical support and provide information as required.

Post Ref No Y1/157 - Gert Sibande District Office, Ermelo

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

PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render administrative support services pertaining to any of the following: Demand-, Acquisition-, Logistical management-, Security-, Movable and Immovable assets- and/or Asset Control functions. Capture data and maintain databases and systems. Maintain all relevant records and management information. Arrange meetings if so required. Deal with travelling and accommodation arrangements and ordering of stationary where applicable. Provide clerical support and provide information as required.

Post Ref No Y1/159 - Bohlabela District Office, Bushbuckridge

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

PROVISIONING ADMIN CLERK: MOVABLE ASSETS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render administration and support services in regard of the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required.

Post Ref No Y1/160 - Head Office, Mbombela

Enquiries: Mr CM Nkabinde, Tel (013) 766 5775

PROVISIONING ADMIN CLERK: MOVABLE ASSETS

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Good organisational-, verbal and written communication skills. Knowledge related to procurement, grants and losses or LOGIS, as well as computer literacy will be a recommendation. Valid driver's license.

Duties: Render administration and support services in regard of the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required.

Post Ref No Y1/161 - Nkangala District Office, KwaMhlanga

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

REGISTRY CLERK: ADMINISTRATIVE SERVICES, MEC'C OFFICE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No Y1/162 - Head Office, Mbombela

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

REGISTRY CLERK: HR BENEFITS ADMINISTRATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No Y1/163 - Head Office, Mbombela

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

REGISTRY CLERK: INTERNAL & DATA CONTROL

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No Y1/164 - Nkangala District Office, KwaMhlanga

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

Post Ref No Y1/165 - Bohlabela District Office, Bushbuckridge

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

REGISTRY CLERK: OFFICE AUXILIARY SERVICES

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain a filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No Y1/166 - Head Office, Mbombela

Enquiries: Mr SM Lekgau, Tel (013) 766 5019

REGISTRY CLERK: PERSAL REGISTRY SERVICE

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No Y1/167 - Gert Sibande District Office, Ermelo

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

Post Ref No Y1/168 - Ehlanzeni District Office, Kanyamazane

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

SECRETARY (S5): CHIEF DIRECTOR'S OFFICE

Salary: R 228 321 p.a.

Requirements: Grade 12 or equivalent certificate plus sufficient appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently.

Duties: Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

Post Ref No Y1/169 - Head Office, Mbombela (Secretary - Quality Promotion & -Assurance)

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

Post Ref No Y1/170 - Head Office, Mbombela (Secretary - Physical Resources & Facilities Mgmt)

Enquiries: Ms ZH Ratshitanga, Tel (013) 766 5408

SECRETARY (S5): DIRECTOR'S OFFICE

Salary: R 228 321 p.a.

Requirements: Grade 12 or equivalent certificate plus appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Appointment will be subject to the completion of a vetting/screening process. Valid driver's license will be an advantage.

Duties: Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

Post Ref No Y1/171 - Head Office, Mbombela (Secretary - Public Examinations)

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

ADMIN CLERK: TRANSFORMATION

Salary: R 228 321 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer all matters pertaining the transformation of civil society. Administer transformation-, gender and equity plans. Capture data and maintain database. Provide clerical and typing support.

Post Ref No Y1/172 - Head Office, Mbombela

Enquiries: Mr Z Radebe, Tel (013) 766 5323

APPLICATIONS:

Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at <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.

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

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

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

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 12 June 2025**.

NOTE:

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

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

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

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

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

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

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

CLOSING DATE:

The closing date for the receipt of all applications is **16:00 on Thursday 12 June 2025**. No applications received by the Directorate: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.