



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

DEPUTY DIRECTOR: COLLECTIVE BARGAINING

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An undergraduate qualification (NQF 7) as recognized by SAQA in Labour Relations / Labour Law or equivalent qualifications plus 3 years relevant experience. 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. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Duties:

Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. 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 Labour relations service. Identify the needs for improved Labour relations 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.

Post Ref No A5/095 - Head Office, Mbombela. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/084)

Enquiries: Mr H Ngwenya, Tel (013) 766 5429

DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7) as recognized by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field plus 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. Well-developed 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. Good computer user knowledge and experience. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

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.

Post Ref No A5/096 - Nkangala District Office, KwaMhlanga. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/085)

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

DEPUTY DIRECTOR: HR SERVICES

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resource Management /Public Management or equivalent qualification plus 3 years relevant experience. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

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.

Post Ref No A5/097 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/086)

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

Post Ref No A5/098 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/087)

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

DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7) as recognized by SAQA or equivalent qualifications related to the field plus 3 years relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will be considered. Well-developed 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. Extensive computer user knowledge and experience. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Duties: Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

Post Ref No A5/099 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/088)

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

DEPUTY DIRECTOR: LABOUR RELATIONS

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An undergraduate qualification (NQF 7) as recognized by SAQA in Labour Relations, Labour Law or equivalent qualifications related to the field plus 3 years relevant experience. 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. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

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.

Post Ref No A5/100 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/089)

Enquiries:

Ms A Mashile, Tel (013) 766 7441

DEPUTY DIRECTOR: TRANSFORMATION

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An undergraduate qualification (NQF 7) as recognized by SAQA in Public Management / Human Resource Management or equivalent qualifications plus 3 years relevant experience. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Duties:

This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the

workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.

Post Ref No A5/101 - Head Office, Mbombela. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/090)

Enquiries: Ms LH Moyane, Tel (013) 766 5520

GIS SPECIALIST: WEB SERVICES

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7) as recognized by SAQA in Information Technology / Computer Science / BSc or equivalent qualifications plus 3 years relevant experience. Experience in GIS database administration, GIS web application development and/or spatial analysis and data extraction will be considered. Experience in working with Arc Gis or Arc IMS. Project management. Knowledge of Government legislation regarding spatial information. Experience in the educational sector will be an advantage. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and expended working hours. Valid driver's licence.

Duties: Manage, maintain and support the departmental GIS services. Identify and acquire spatial and non-spatial data from various sources. Prepare data for use in the GIS environment. Use static information and non-spatial information to create spatial data. Compile and print reports and maps based on the spatial analysis. Responsible for business report writing and spatial data presentations. Promote the use of GIS and spatial analysis in the planning and monitoring of in-house development. Represent the department on departmental, provincial and national level.

Post Ref No A5/102 - Head Office, Mbombela. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/091)

Enquiries: Ms T Tebeila, Tel (013) 766 5566

SENIOR STATISTICIAN: EDUCATION MANAGEMENT INFORMATION SYSTEMS

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7) as recognized by SAQA in Statistics or equivalent qualifications plus 3 years relevant experience. Computer literate in Microsoft developments. Excellent statistical analysing skills. Good verbal and written communication skills. Good report writing skills. Sound human relations and the ability to work under pressure and within a team. Valid driver's license.

Duties: Execute statistical analyses of education data and Stats-SA data. Incorporate external data into useful analytical data. Forecast trends on data to support management decisions. Liaise with other departments / directorates / sectors in assisting with data analyses. Work closely with the Chief Information Officer in regard of the above. Assist management in analyses and understanding of statistical data. Prepare statistical reports for publishing on web-sites, newsletters and media. Liaise within the matrix function on statistical reporting

Post Ref No A5/103 - Head Office, Mbombela. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/092)

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

WEB SPECIALIST: WEB SERVICES

Salary: An all-inclusive remuneration package of R 932 292 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements: An undergraduate qualification (NQF 7) as recognized by SAQA in the relevant field or equivalent qualifications plus 3 years relevant experience. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and extended working hours. Experience in the Educational sector, project management experience, sound knowledge of HTML/ASP.NET/PHP languages and familiar with SQL databases will be considered. Short listed candidates may be required to complete a technical/practical competency test. Valid driver's license.

Duties: Develop policies in support of the Departmental strategy. Represent the department on departmental, provincial and national level. Manage technical aspects of the departmental web site. Liaise with other departmental stakeholders regarding departmental website content. Maintain, manage and support the departmental website. Liaise with the EMIS and Information Officer regarding publishing educational data.

Post Ref No A5/104 - Head Office, Mbombela. This is a re-advertisement of the post advertised in the PSVC of 20260626 (Ref no: A4/093)

Enquiries: Ms T Tebeila, Tel (013) 766 5566

SOCIAL WORKER GR 1: ECD CENTRES - CONDITIONAL GRANT

Salary: R 338 208 p.a.

Requirements: A recognized Bachelors Degree in social work (NQF Level 7). Registration with the South African Council for Social Service Professions. In-depth knowledge of psycho-social interventions, Education White Paper 6 on Inclusive Education as well as diverse barriers to learning and development. Computer literacy. A valid driver's license. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Duties: Monitor and support Conditional Grant ECD programs on compliance as per norms and standards. Facilitate the registration and renewal of ECD centres

Verify the screening of children who are eligible for funding. Mentor and Supervise Social Auxiliary workers. Allocate tasks to Social Auxiliary workers. Facilitate local stakeholder meetings. Render parental care giver training. Render administration services

Post Ref No A5/105 - Head Office, Mbombela. This is a re-advertisement of the post advertised on 20260315 (Ref no: A1/002)

Enquiries: Mr EK Siwela, Tel (013) 766 5922

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.

Enquiries should be directed to: Mr. J Ngomane / Ms. SL Mkhathshwa / Ms. SR Ndzinisa/ Mr. X Sifunda / Ms. NP Magagula, Tel no: (013) 766 5524- / 5175 / 5267 / 5458 / 5025 / 5350

Applications for posts in Offices should be uploaded via the following link: <https://erecruitment.mpg.gov.za>

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.

A5 ADVERT DEPARTMENTAL WEBSITE 20260710

***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 30 July 2026**. 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.