



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-GENERAL: OFFICE OF THE CFO

Salary: An all-inclusive remuneration package of R 1 885 710 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An appropriate SAQA recognised 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 senior managerial level. Registration as CA (SA) would be an added advantage. Valid driver's license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which will encompass the transition to the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and – Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising and project management skills. Excellent verbal communication- and report writing skills. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

Duties:

Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting

Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.

Post Ref No A6/106 - Head Office, Mbombela

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

CHIEF DIRECTOR: HR MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 554 696 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, the national and provincial HR and IT policy frameworks, PFMA and Financial Regulations, as well as the legislation and policies governing the provisioning, employment and conditions of service of educators. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of human resource management and labour relations. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

Duties:

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of human resource management-, labour relations as well as human resource development services. Manage HR planning and -provisioning, remuneration and -performance matters. Manage labour relations, as well as matters related to incapacity, inefficiency and misconduct. Manage the rendering of human resource development services. 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.

Post Ref No A6/107 - Head Office, Mbombela

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

DIRECTOR: INCLUSIVE EDUCATION AND EDUCATION SUPPORT

Salary: An all-inclusive remuneration package of R 1 317 384 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools.

Requirements:

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge of and experience in high level planning and management. He or she will provide strategic leadership in the Directorate. Knowledge of government and departmental policies as well as proven ability to work as part of a team. Competencies: In depth knowledge and understanding of all legislation related to the Public Service and the education sector. 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. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

Duties:

The Department of Education seeks to employ a dynamic leader as Director for the Inclusive Education Directorate. The successful candidate will take responsibility for the development and maintenance of policy, programmes and systems for inclusive education. He or she will also be a member of the management structure of the Department, and will be expected to contribute at that level. The Directorate is responsible for a range of functions, including: Development, evaluation and maintenance of policy, programmes and systems for; - ordinary learners, - learners with special learning needs and, - psychological-, guidance and social support programmes. 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

Post Ref No A6/108 - Head Office, Mbombela

Enquiries:

Mr ER Nkosi, Tel (013) 766 0918

DIRECTOR: PUBLIC EXAMINATIONS

Salary: An all-inclusive remuneration package of R 1 317 384 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Requirements:

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

Duties:

Manage the examination administration system including certification- and logistical services. Manage the rendering of IT and data management support systems and examination administrative support services. Manage and co-ordinate the development and editing of question papers. Manage production of question papers and manage the overseeing of marking processes of content- languages and technical subjects. Manage the rendering of examination policy compliance and district co-ordination services. Identify and resolve examination irregularities. Manage GET and FET examinations as school based assessments. Manage the rendering of general administration- as well as risk and security services. 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.

Post Ref No A6/109 - Head Office, Mbombela

Enquiries:

Mr ER Nkosi, Tel (013) 766 0918

DEPUTY DIRECTOR: FINANCIAL SERVICES (INFRASTRUCTURE – DORA

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 DPISA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools.

Requirements:

Appropriate degree (NQF 7) in Commerce or Accounting or Economics and five (5) years' relevant post-qualification (after completing qualification) experience. Computer literate. Understanding financial management as implemented in the Government and within the context of infrastructure budgeting and spending. Valid drivers license. Computer literacy. 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:

Give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation

Post Ref No A6/110 - Head Office, Mbombela

Enquiries: Mr KM Mathebula, Tel (013) 766 5408

CHIEF EDUCATION SPECIALIST: QUALITY MANAGEMENT AND SUPPORT

Salary: An all-inclusive remuneration package of R 1 151 079 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

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. 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: Oversee and manage the monitoring and the development and execution of School Improvement Plans. Liaise with other sections of the Department and stakeholders on programmes for quality promotion. Monitor and manage the establishment of 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. Manage and monitor the facilitation of external and internal research aimed at quality improvement. Serve in the Provincial Quality Assurance Co-ordinating Committee.

Post Ref No A6/111 - Head Office, Mbombela

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

CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION & DEVELOPMENT

Salary: An all-inclusive remuneration package of R 1 151 079 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

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, 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. 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 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 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 A6/112 - Head Office, Mbombela

Enquiries: Mr R Thwala, Tel (013) 766 0996

CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION

Salary: An all-inclusive remuneration package of R 1 151 079 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

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. 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: Co-ordinate, develop and manage the implementation of WSE policy in all levels of the system. Serve as nodal point between the Department of Basic Education and the Department regarding reviewed programmes and service on Whole School Evaluation. Plan and monitor WSE activities. Collate provincial WSE report based on evaluation reports of schools. Monitor training on all aspects of WSE policy.

Post Ref No A6/113 - Head Office, Mbombela

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

DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (PROV MANAGER E-CARES) (3 year Contract post)

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 recognised by SAQA in the relevant field or equivalent qualification. Minimum of 5 years' relevant experience in an ECD environment. Valid driver's license. Knowledge of the key challenges in the ECD sector and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life. Knowledge of the key business processes in the ECD sector, including registration, subsidy management and reporting processes to accurately diagnose execution strengths and weaknesses, identify key issues, and develop implementation plans. Knowledge of and ability to work with critical stakeholders within the ECD sector to strengthen the implementation of Early Childhood Development programmes. Experience in all processes required in project management to deliver projects according to plans, time and budget. Ability to translate strategy into operational reality, including breaking down strategies or programme initiatives into key tasks and identifying accountabilities. Ability to align communication, people, culture, processes, resources and systems to ensure effective implementation and delivery of required results. Ability to write clearly and understandably. Good and functional knowledge of Government prescripts, knowledge of monitoring, evaluation and reporting systems and processes. Good interpersonal relations and the ability to handle pressure. Condition: Appointment will be subject to competency assessment. 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:

Gather national business process reform plans and interpret them in line with provincial requirements. Facilitates the adaptation of the national plans to develop integrated provincial implementation plans on ECD registration, infrastructure support, subsidy management and quality assurance and support. Coordinates the development, execution and monitoring of provincial Silver/Gold registration and subsidy implementation plans across all districts. Enables and support execution of the Provincial Programme Management Unit (PPMU) governance structures and processes to ensure effective and efficient execution of integrated provincial registration, infrastructure support and subsidy plans. Plans, coordinates and facilitates all training related to new ECD business processes at the provincial and district level. Coordinates all planned engagements of key departments and sector stakeholders critical towards the delivery of new ECD business processes. Coordinates ECD programme support requirements from district officials and supporting functional departments. Coordinates execution of stakeholder identification, engagements and communication through new and/or standard provincial communication channels with departmental internal communication team and existing district communication or engagement platforms (example- ECD forums, community forums etc.). Monitors provincial plans and tracks implementation of plans for all related districts. Consolidates provincial reports by facilitating inputs from district supervisors and functional leads. Monitors dashboards and ensures weekly results/updates are published and shared with districts.

Post Ref No A6/116 - Head Office, Mbombela

Enquiries:

Mr. EK Siwela Tel: (013) 766 5922

**DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT
(SYSTEM MANAGER E-CARES) (3 year Contract post)**

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: A SAQA recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 7 years' relevant experience in Systems Administration and user support. Valid driver's license. Knowledge of Cloud-based system operations. Knowledge of the provincial EMIS environment and/ or ECD system landscape. Knowledge of database management. Knowledge of business intelligence reporting. Skills should include User Acceptance Testing (UAT) and training facilitation as well as data reporting and system usage monitoring. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, customer service orientation. Ability to work independently and travel extensively. Condition: Appointment will be subject to competency assessment. 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: Provincial eCares system use and performance management. Leading provincial support for system usage, performance and adoption. Monitoring user compliance with system functionality and data workflows. Advocating system utilisation for decision-making. User support and access management. Managing first line helpdesk support for PED users. Managing user access, roles and permissions. Escalating issues promptly to national and service providers. User training and capacity building, which entails conducting ongoing training on: New releases; Functional improvements; Reporting and dashboards. Supporting districts and circuits to drive usage. Leading provincial testing of system releases and updates. Developing test plans, recording User Acceptance Testing (UAT) outcomes, and submit feedback to developers. Validating system enhancements before deployment. Identifying and resolving technical issues affecting provincial users. Maintaining alignment between eCares and EMIS Masterlists. Validating EMIS number allocation in eCares. Supporting provincial reporting needs and accuracy.

Post Ref No A6/117 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (DATA QUALITY MANAGER E-CARES) (3 year Contract post)

Salary: R 487 197 p.a. plus 37% in lieu of benefits

Requirements: A SAQA-recognised three-year post-matric qualification (NQF L6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, Monitoring and Evaluation or a related field. Five years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Knowledge of database management. Knowledge of business intelligence reporting. Strong proficiency in Microsoft Excel and data validation. Strong proficiency in Business Intelligence tools (e.g., Power BI, Tableau) is advantageous. Command of basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently. A valid driver's licence and willingness to travel provincially. 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: Monitoring and improving accuracy, completeness and consistency of ECD data in the Early Childhood Administration and Reporting System (eCares). Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting the preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conducting or supporting training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with a provincial training team). Reinforcing the importance of accurate data entry and maintenance. Sharing tips and guidance for improving data quality. Designing and implementing data quality and completeness reviews. Advocating for the use of eCares reports and

dashboards to support ECD operations and planning. Advocating and training provincial and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate. Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals.

Post Ref No A6/118 - Head Office, Mbombela

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

**SR ADMIN OFFICER: S/DIR: ECD CENTRES - CONDITIONAL GRANT
(SUPPORT SYSTEMS E-CARES) (3 year Contract post)**

Salary: R 413 001 p.a. plus 37% in lieu of benefits

Requirements:

Relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or related field. Experience supporting system rollouts, training, or user support (preferably in education or ECD). Computer literacy and confidence working with digital systems. Willingness to travel within the district and work directly with users on-site. Strong computer literacy (MS Office, online systems, data entry platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers. 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:

Provide first-line support to district officials and ECD centres on eCares usage, data capture, and troubleshooting. Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions. Escalate unresolved technical issues to provincial or national support structures where required. Support continuous improvement of training approaches based on user feedback and district user needs. Promote a culture of data use, learning, and accountability within district ECD structures. Provide data management and maintenance support to district users.

Post Ref No A6/119 - Head Office, Mbombela

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

**SENIOR EDUCATION SPECIALIST: SEN SCHOOL SOCIAL SUPPORT TEAM -
LSPID GRANT**

Salary: R 535 146 p.a.

Requirements:

Applicants must be in possession of a recognised three- or four year qualification (REQV13/14) which includes a professional teacher qualification. Registered with the South African Council of Educators (SACE) as professional educator and 5 years' experience in the educational field. An in-depth knowledge and understanding of education legislation and policies and an ability to promote inclusive education which includes promoting access to quality public funded education for learners with disabilities. Experience in working as part of a team and collaborating with stakeholders. Able to take initiative, work under pressure and be a problem-solver if and when necessary. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disabilities (LSPID). The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance. 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:

As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

Post Ref No A6/120 - Nkangala District Office, KwaMhlanga

Enquiries:

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

**ED THERAPIST GR 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN
SCHOOL SOCIAL SUPPORT**

Salary: R 413 121 p.a.

Requirements:

An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment. 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:

Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

Post Ref No A6/121 - Wolvenkop Specal School (SID), Bronkhorstspuit

Enquiries:

Mr J Mgiba, Tel (013) 766 5915

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

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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 Mkhathswa / 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.

***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 8 October 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.