



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

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

## **CHIEF DIRECTOR: PROVINCIAL TRANSVERSAL HUMAN RESOURCE DEVELOPMENT SERVICES**

**Salary: An all-inclusive remuneration package of R 934 866 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.**

**Requirements:**

**A three-year relevant Degree or Diploma or equivalent qualification and extensive appropriate experience in the field of Human Resource Development as well as at least 5 years applicable managerial experience. A relevant post-graduate qualification will be an advantage.** 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 HRD policy framework, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of HRD strategic partnerships, bursary schemes, learnerships, internships and HR capacity development. 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.

**Duties:**

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of transversal HR development services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Manage bursary schemes, learnership and internships. Facilitate the development, implementation, monitoring and evaluation of human resource development related programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component.

**Post Ref No H5/159 - Head Office, Nelspruit**

**Enquiries:**

Ms. L Moeketsi, Tel (013) 766 5048

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## DIRECTOR: STRATEGIC PARTNERSHIPS

**Salary: An all-inclusive remuneration package of R 771 306 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.**

**Requirements:** A three-year relevant Degree or Diploma or equivalent qualification as well as extensive appropriate experience in the field of Human Resource Development. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource development. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Development. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

**Duties:** **Manage and give strategic direction to the Directorate: Strategic Partnerships in the Provincial Transversal HR Development Unit.** Manage and monitor the implementation of skills development legislation. Manage the co-ordination of the placement of bursars, learners and interns. Form strategic partnerships with relevant stakeholders. Promote a culture of efficiency and quality. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity

**Post Ref No H5/160 - Head Office, Nelspruit**

**Enquiries:** Ms. L Moeketsi, Tel (013) 766 5048

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### **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/), **select the Vacancies icon.** Applications **must** in all cases be accompanied by a recent updated comprehensive CV, **originally** certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid drivers license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** A complete set of application documents 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. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 28 November 2013 at 16h00.

## H5 ADVERT FOR CITY PRESS 20131110

### **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 in terms of persons with disabilities, applicants with disabilities who wish to apply for these posts are requested to attach documentary proof substantiating his/her 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.

\*All short listed candidates 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 28 November 2013**. No applications received by the Division: 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.