



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

ADMIN CLERK: CIRCUIT OFFICE

Please note: This is the re-advertisement of some Admin Clerk posts in Circuit Offices previously advertised on the Departmental website of 22 November 2020. Interested applicants should re-apply

Salary: R 176 310 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. Applicants may be required to complete a typing test.

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 T5/086 - Breyten Circuit Office, Ermelo (2)

Post Ref No T5/088 - Msukaligwa 1 Circuit Office, Ermelo (2)

Post Ref No T5/090 - Msukaligwa 2 Circuit Office, Ermelo (2)

Post Ref No T5/092 - Amsterdam Circuit Office, Amsterdam (2)

Post Ref No T5/094 - Mkhondo East Circuit Office, Mkhondo

Post Ref No T5/095 - Volksrust Circuit Office, Volksrust

Post Ref No T5/096 - Wakkerstroom Circuit Office, Wakkerstroom

Post Ref No T5/097 - Lekwa West Circuit Office, Standerton

Post Ref No T5/098 - Dipaliseng Circuit Office, Balfour

Post Ref No T5/099 - H/V Ridge East Circuit Office, Evander (2)

Post Ref No T5/101 - Bethal Circuit Office, Bethal (2)

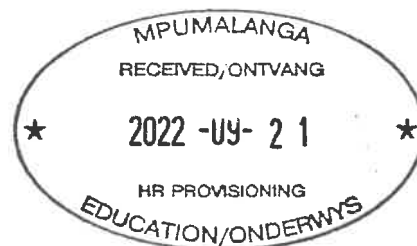
Post Ref No T5/103 - Mpuluzi Circuit Office, Mayflower

Post Ref No T5/104 - Dundonald Circuit Office, Mpuluzi

Post Ref No T5/105 - Carolina Circuit Office, Carolina (2)

Post Ref No T5/107 - Mkhondo West Circuit Office, Mkhondo (2)

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



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Post Ref No T5/109 - Victor Khanye Circuit Office, Delmas

Post Ref No T5/110 - Emalahleni 1 Circuit Office, Emalahleni

Post Ref No T5/111 - Emalahleni 2 Circuit Office, Emalahleni

Post Ref No T5/112 - Kwamhlanga S/W Circuit Office, KwaMhlanga (2)

Post Ref No T5/114 - Kwamhlanga N/E Circuit Office, KwaMhlanga

Post Ref No T5/115 - Tweefontein South Circuit Office, KwaMhlanga

Post Ref No T5/116 - Tweefontein North Circuit Office, KwaMhlanga
Post Ref No T5/117 - Kwaggafontein West Circuit Office, Kwaggafontein
Post Ref No T5/118 - Marapyane Circuit Office, Skilpadfontein
Post Ref No T5/119 - Mmamethlake Circuit Office, Bamokgoko
Post Ref No T5/120 - Nokaneng Circuit Office, Hammanskraal
Post Ref No T5/121 - Libangeni Circuit Office, Mbibane
Post Ref No T5/122 - Weltevrede Circuit Office, Siyabuswa
Post Ref No T5/123 - Steve Tshete 1 Circuit Office, Middelburg
Post Ref No T5/124 - Steve Tshwete 3 Circuit Office, Middelburg
Post Ref No T5/125 - Siyabuswa 2 Circuit Office, Siyabuswa

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

Post Ref No T5/126 - White River Circuit Office, White River (2)
Post Ref No T5/128 - Insikazi Circuit Office, Kabokweni
Post Ref No T5/129 - Mbombela Circuit Office, Mbombela (2)
Post Ref No T5/131 - Nkululeko Circuit Office, Matsulu
Post Ref No T5/132 - Malelane Circuit Office, Kamhlushwa
Post Ref No T5/133 - Khulangwane Circuit Office, Schoemansdal (2)
Post Ref No T5/135 - Lubombo Circuit Office, Hoiy
Post Ref No T5/136 - Nkomazi Central Circuit Office, Kamhlushwa (2)

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

Post Ref No T5/138 - Agincourt Circuit Office, Agincourt Trust, MP Stream
Post Ref No T5/139 - Casteel Circuit Office, Casteel Trust, Ratanang
Post Ref No T5/140 - Cottondale Circuit Office, Cottondale Trust
Post Ref No T5/141 - Greenvalley Circuit Office, Acornhoek (2)
Post Ref No T5/143 - Marite Circuit Office, Mkhuhlu
Post Ref No T5/144 - Mkhuhlu Circuit Office, Mkhuhlu
Post Ref No T5/145 - Shatale Circuit Office, Shatale (2)
Post Ref No T5/147 - Thulamahashe Circuit Office, Thulamahashe
Post Ref No T5/148 - Ximhungwe Circuit Office, Kildare Trust
Post Ref No T5/149 - Maviljan Circuit Office, Bushbuckridge
Post Ref No T5/150 - Sabie Circuit Office, Sabie (2)

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



ADMIN CLERK: PYEI PROJECT: DISTRICT OFFICE – HRS (12 MONTHS CONTRACT POSTS)

Salary: R 176 310 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. Applicants may be required to complete a typing test.
- Duties:** Handle all processes relating to the collection, analysis and reporting on data of the PYEI project. Deal with all processes relating to the recruitment, placement, monitoring and support in the implementation of the project. Co-ordinate meetings with districts, circuits and schools, monitor and support activities on the project by utilizing various methods like onsite, electronic, meetings for monitoring. Deal with the reporting on finances allocated to the project and deliver monthly progress reports.

Post Ref No T5/152 - Bohlabela District Office, Bushbuckridge (2)

Post Ref No T5/153 - Ehlanzeni District Office, Kanyamazane (2)

Post Ref No T5/154 - Nkangala District Office, KwaMhlanga (2)

Post Ref No T5/155 - Gert Sibande District Office, Ermelo (2)

Enquiries: Mr SS Mahlangu, Tel (013) 766 5339

SECRETARY: CHIEF DIRECTOR'S OFFICE

Salary: R 176 310 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. Candidates may be expected to participate in a typing test as part of the selection process.

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 T5/156 - Head Office, Mbombela. General Education and Training & Education Support

Enquiries: Mr SJ Mkhwanazi, Tel (013) 766 0992

Post Ref No T5/157 - Head Office, Mbombela. Physical Resources & Facilities Management

Enquiries: Mr KM Modjadji, Tel (013) 766 5158

SECRETARY: DIRECTOR'S OFFICE

Salary: R 176 310 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. Candidates may be expected to participate in a typing test as part of the selection 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 T5/158 - Gert Sibande District Office, Ermelo. District Management G/S

Enquiries: Mr PP Magagula, Tel (017) 801 5022,

Post Ref No T5/159 - Ehlanzeni District Office, Kanyamazane. District Management EHL

Enquiries: Ms NEH Brukwe, Tel (013) 766 0303

Post Ref No T5/160 - Head Office, Mbombela. General Education & Training

Enquiries: Ms MN Ledwaba, Tel (013) 766 5914

Post Ref No T5/161 - Head Office, Mbombela. Management Accounting

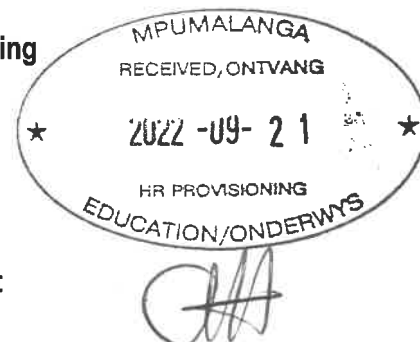
Enquiries: Ms TF Ntuli, Tel (013) 766 5438

Post Ref No T5/162 - Head Office, Mbombela. Financial Accounting

Enquiries: Mr A Thela, Tel (013) 766 5460

Post Ref No T5/163 - Head Office, Mbombela. Supply Chain Management

Enquiries: Dr S Thwala, Tel (013) 766 5572



T5 ADVERT DEPARTMENTAL CIRCULAR 20220919

Post Ref No T5/164 - Head Office, Mbombela. HR Provisioning

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

Post Ref No T5/165 - Head Office, Mbombela. HR Benefits and Employee Wellness

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

Post Ref No T5/166 - Head Office, Mbombela. Physical Resource Planning & Property Management

Enquiries: Ms JH Matukane, Tel (013) 766 5645

Post Ref No T5/167 - Head Office, Mbombela. Strategic Partnerships

Enquiries: Ms V Francis, Tel: (013) 766 5264

Post Ref No T5/168 - Head Office, Mbombela. HR Capacity Development

Enquiries: Mr G Matjele, Tel (013) 766 5542

Post Ref No T5/169 - Head Office, Mbombela. Strategic Planning, Research & Project Co-ordination

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

Post Ref No T5/170 - Nkangala District Office, KwaMhlanga. District Management NKA

Enquiries: Mr D Maja, Tel (013) 947 1701

APPLICATIONS:

Applications should be submitted on amended Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, proof of registration with a relevant Professional Body (if applicable) and RSA ID-document, as well as valid driver's 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.** Only shortlisted candidates for a post will be required to submit **certified** documents on or before the day of the interview following communication from the relevant HR section of the Department. 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: Mrs. NP Magagula, Ms. SL Mkhathswa, Mrs. SR Ndzinisa at, Tel: 013 7665524/5175/5458.

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 6 October 2022.**

NOTE:

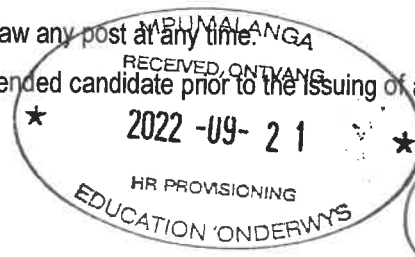
*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender, race & youth) through the filling of posts and a candidate whose transfer / promotion /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



T5 ADVERT DEPARTMENTAL CIRCULAR 20220919

*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 Friday 7 October 2022**. 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.

