



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

CHIEF EDUCATION SPECIALIST: AYIHLOME IFUNDE

Salary: An all-inclusive remuneration package of R 950 313 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

Duties: Implement outreach programmes aimed at improving the quality of education in schools and the quality of governance. Promote interaction between the Department and all role-players in the delivery of education and related services. Perform crisis intervention. Perform environmental scanning. Identify schools to be given support in terms of the departmental plans. Ensure that under-performing institutions work within an integrated intervention service delivery model. Liaise with managers in the Department and co-ordinate Executive Council pre-visit reports on issues identified. Hold meetings/road shows/izimbizo with school authorities and members of different communities. Receive and scrutinise issues, investigate these with relevant components, and evaluate responses. Draft a response programme and prepare and co-ordinate feedback to schools and communities after consultation with the relevant stakeholders.

Post Ref No V1/001 - Head Office, Mbombela

Enquiries: Mr J Nsibande, Tel (013) 766 5895

CHIEF EDUCATION SPECIALIST: GENERAL EDUCATION AND TRAINING

Salary: An all-inclusive remuneration package of R 950 313 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

Duties: Implement and maintain policy, programmes and systems for general education and training. Implement curriculum for the intermediate and senior phase. Implement and maintain policy, programmes and systems for the provisioning of Early Childhood Education and ABET, as well as for the provisioning of educational support services. Implement and maintain policy, programmes and systems for learners with special educational needs. Implement curriculum for further education and training. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the duties of staff in the Subdirectorate.

Post Ref No V1/002 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

CHIEF EDUCATION SPECIALIST: TEACHER DEVELOPMENT & GOVERNANCE

Salary: An all-inclusive remuneration package of R 950 313 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 Public Service and education sector related legislation and policy initiatives, including teacher development and governance. Computer literacy. Valid driver's license. Registration with SACE. The following will serve as recommendations: excellent leadership-, interpersonal-, motivational-, analytical and financial management skills; good written and verbal communications skills; writing skills; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking.

Duties: Manage and co-ordinate the development of education management and -governance capacity as well as the development of and support to teachers in presenting learning systems. Co-ordinate, monitor and evaluate the management of district Education Development Centres (EDC's).

Post Ref No V1/003 - Bohlabela District Office, Bushbuckridge

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

DEPUTY CHIEF EDUCATION SPECIALIST: FOUNDATION PHASE

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Credible education management experience will be an advantage. A strong interest in the development of the education system. Good organisational, planning and management skills, and credible curriculum management experience in the GET environment. In depth understanding of the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate the development and implementation of curriculum for the foundation phase. Develop curriculum framework. Develop supplementary education material. Formulate policy regarding learning programmes. Formulate policy regarding assessment and progression. Evaluate learning support material. Monitor and evaluate all on-going projects and the implementation thereof.

Post Ref No V1/004 - Head Office, Mbombela. ECD & Foundation Phase - Literacy

Post Ref No V1/005 - Head Office, Mbombela. ECD & Foundation Phase - Numeracy

Enquiries: Ms MN Ledwaba, Tel (013) 766 5821

DEPUTY CHIEF EDUCATION SPECIALIST: GENERAL EDUCATION & TRAINING (SENIOR PHASE)

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational, planning and management skills, and credible curriculum management experience in the GET environment. In depth understanding of the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding evaluation and certification. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the training of curriculum implementers in districts.

Post Ref No V1/006 - Head Office, Mbombela. GET – Life Orientation (SP)

Post Ref No V1/007 - Head Office, Mbombela. GET – Technology (SP)

Enquiries: Ms MN Ledwaba, Tel (013) 766 5821

DEPUTY CHIEF EDUCATION SPECIALIST: FET

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. In depth understanding of the National Curriculum Policy related to the specific learning area. Computer literacy. Valid driver's license. Registration with SACE.

Duties: Develop curriculum frameworks and supplementary educational material in line with the specific field of learning and prescribed National Policy. Formulate policy regarding the learning field's curriculum. Function as line function authority between Head Office and the district implementing structures. Evaluate learning support material. Provide inputs regarding evaluation and certification. Consult and network with stakeholders in respect of the above. Manage, co-ordinate and support the training of curriculum implementers in the districts.

Post Ref No V1/008 - Head Office, Mbombela. FET - Business Commerce and Management Studies

Post Ref No V1/009 - Head Office, Mbombela. FET - Culture and Arts

Post Ref No V1/010 - Head Office, Mbombela. FET – Human and Social Studies, History

Post Ref No V1/011 - Head Office, Mbombela. FET - Human and Social Studies Geography

Post Ref No V1/012 - Head Office, Mbombela. FET – Services, Hospitality

Post Ref No V1/013 - Head Office, Mbombela. FET – Services, Consumer Studies

Post Ref No V1/014 - Head Office, Mbombela. FET – Services, Tourism

Enquiries: Mr CN Buthelezi, Tel (013) 766 0995

DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS, SCIENCE & TECHNOLOGY

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Credible education management experience will be an advantage. A strong interest in the development of the education system. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. In depth understanding of the National Curriculum Policy related to the specific learning area. Computer literacy. Valid driver's license. Registration with SACE.

Duties: Develop curriculum frameworks and supplementary educational material in line with the specific field of learning and prescribed National Policy. Formulate policy regarding the learning field's curriculum. Function as line function authority between Head Office and the district implementing structures. Evaluate learning support material. Provide inputs regarding evaluation and certification. Consult and network with stakeholders in respect of the above. Manage, co-ordinate and support the training of curriculum implementers in the districts.

Post Ref No V1/015 - Head Office, Mbombela. MST - Agricultural Sciences

Post Ref No V1/016 - Head Office, Mbombela. MST - Life Sciences

Post Ref No V1/017 - Head Office, Mbombela. MST - Mathematics (FET)

Post Ref No V1/018 - Head Office, Mbombela. MST - Natural Sciences (Senior Phase)

Post Ref No V1/019 - Head Office, Mbombela. MST - Physical Sciences

Post Ref No V1/020 - Head Office, Mbombela. MST - Science and Technology

Post Ref No V1/021 - Head Office, Mbombela. MST - Technology (Senior Phase)

Enquiries: Mr ER Nkosi, Tel (013) 766 0918

DEPUTY CHIEF EDUCATION SPECIALIST: FET- & INDEPENDENT INSTITUTION COMPLIANCE

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in education management as well as interaction between various roleplayers in the specific field. A strong interest in the development of the education system. Sound knowledge of educational law. Good organisational, planning and management skills. Proven expertise in budget and financial management •MS Office competency (candidates will have to do a practical assignment). Valid drivers' license. Registration with SACE

Duties: Render institutional management services to FET Institutions, including: Administration of the establishment/ amalgamation/ conversion/ closure of institutions/campuses. Facilitation of norms and the distribution of posts for the annual post establishments of FET institutions and campuses, as well as monitoring the utilisation thereof. Evaluation of institutional budget needs, and monitoring of financial audits and accountability. Rendering of assistance to FET institutions to obtain accreditation. Analysis of the financial expenditure of institutions and their quarterly reports regarding progress on operational plans and reporting of "early warning signals". Co-ordination, monitoring and evaluation of the implementation of FET policy and programmes. Co-ordination of the development of institutional strategic plans. Alignment of institutions' financial policies with provincial and national policies. Monitoring of examinations at FET Colleges. Render management services in regard of independent Institutions, including: Verification of enrolments and compliance to minimum standards on a regular basis. Ensuring that the governance of Independent Institutions comply with national and provincial policies. Evaluation of new applications and making recommendations regarding registration. Maintenance of a comprehensive register of all independent schools in the Province. Receiving, analysing and processing applications for subsidy. Administration of subsidies for independent schools.

Post Ref No V1/022 - Head Office, Mbombela

Enquiries: Mr CN Buthelezi, Tel (013) 766 0995

DEPUTY CHIEF EDUCATION SPECIALIST: FUNDAMENTALS - LIFE ORIENTATION

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Conversant with the National Curriculum Policy related to the specific learning area. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Develop curriculum frameworks and supplementary educational material in line with the specific field of learning and prescribed National Policy. Formulate policy regarding the learning field's curriculum. Function as line function authority between Head Office and the district implementing structures. Evaluate learning support material. Provide inputs regarding evaluation and certification. Consult and network with stakeholders in respect of the above. Manage, co-ordinate and support the training of curriculum implementers in the districts.

Post Ref No V1/023 - Head Office, Mbombela

Enquiries: Mr CN Buthelezi, Tel (013) 766 0995

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

Salary: R 535 011 p.a.

V1 ADVERT DEPARTMENTAL WEBSITE 20230219

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE

Duties: Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

Post Ref No V1/024 - Lekwa East Circuit Office, Standerton

Post Ref No V1/025 - Bethal Circuit Office, Bethal

Post Ref No V1/026 - Dundonald Circuit Office, Mpuluzi

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No V1/027 - Kwamhlanga S/W Circuit Office, KwaMhlanga

Post Ref No V1/028 - Kwaggafontein West Circuit Office, Kwaggafontein

Post Ref No V1/029 - Marapyane Circuit Office, Skilpadfontein

Post Ref No V1/030 - Weltevrede Circuit Office, Siyabuswa

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

Post Ref No V1/031 - Nkomazi East Circuit Office, Kwalugedlane

Post Ref No V1/032 - White-Hazy 2 Circuit Office, Masoyi

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

DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a data-base of information to include records of training experience,resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

Post Ref No V1/033 - Glory Hill Education Development Centre, Graskop

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

DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL SPORTS DEVELOPMENT

Salary: R 535 011 p.a.

Requirements: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Co-ordinate, manage and evaluate the development and implementation of programmes and codes related to sports. Continuously monitor and maintain data with regard to these programmes. Identify possible partnerships for development of sport skills. Develop guidelines for the training of sports officials and educators. Monitor and support the training of officials from the highest level to school level. Ensure the implementation of a memorandum of understanding between the Department of Culture, Sports and Recreation. Serve as a nodal point between the National Department of Education and the MDE regarding sports and arts and culture matters. Consult and network with all stakeholders in regard of the above. Ensure talent identifications and development.

Post Ref No V1/034 - Head Office, Mbombela

Enquiries: Ms TT Nagel, Tel (013) 766 5821

SENIOR EDUCATION SPECIALIST: SCHOOL SPORTS DEVELOPMENT

Salary: R 434 118 p.a.

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Sound knowledge of and experience in educational management as well as the interaction between the various role players in the specified field. A strong interest in the development of the school sports system. Sound understanding of matters related to the development of the school sports system. Management skills. Valid driver's license. Registration with SACE

Duties: Implement sports policies and guidelines. Work with service providers appointed to develop sports skills for educators. Maintain data on sports developmental programmes. Ensure the implementation of sports development programmes for both educators and learners. Ensure the implementation of the memorandum of understanding between the Department of Culture, Sports and Recreation and the Mpumalanga Department of Education. Serve as nodal point between the provincial- and the district level regarding sports development matters.

Post Ref No V1/035 - Bohlabela District Office, Bushbuckridge

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

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/, **select the Vacancies icon**. Applications **must** in all cases be accompanied by a recent updated comprehensive CV, copies of all qualifications, proof of registration with a relevant Professional Body 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,

V1 ADVERT DEPARTMENTAL WEBSITE 20230219

Private Bag x 11341, Nelspruit, 1200,

For attention: Mr. JS Ndala, Director: HR Provisioning.

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 9 March 2023**.

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 9 March 2023**. 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.