### Who are we?

The Mpumalanga department of Education is a state department that is responsible for rendering quality education in the Mpumalanga Province.

### Where are we found?

The MDE has its head office at Building 5, Riverside Government Building Nelspruit, district offices and circuit offices all over the province.

### **Office Hours:**

Starting time: 07H45 Closing time: 16H15 On weekdays excluding public holidays.

# The Services we provide:

- Primary and secondary school education
- Registration and monitoring of independent schools
- Education for learners with **Special Education Needs**

# The Services we provide:

- Adult Education and training
- Early childhood development support
- Educator and learner support programmes at schools and Education development Centres

# The Services we provide:

- Management, governance development and support
- Co-curricular and extra curricular support
- Administrative financial management and logistical support.

## **Contact details:**

Head Office: 013 766 5552 Bohlabela: 013 766 7415 Ehlanzeni: 013766 0300 Gert Sibande: 017 801 5000

Nkangala: 013 947 1500 Toll Free: 0800 203 116

#### **Service Standards:**

We undertake to render services of a high quality. In this regard we aim to:

- Attend to queries promptly
- Answer the telephone promptly
- Acknowledge written requests within 7 days
- Deal with written requests within 21 days
- Pay our creditors within 30 days

# **Dealing with complaints:**

We respect the citizen's right to complain if our services are poor or unsatisfactory. In this regard;

 You may write to the specific service centre

- We undertake to investigate and respond to your complaint within 14 days of receipt
- We will endeavor to acknowledge and take corrective measures when found to be at fault.
- We will maintain a complaints record and follow up mechanisms
- We undertake to treat any information on fraud and corruption seriously
- You may use our toll free number to report fraud, corruption and maladministration.

# Conclusion:

The Management and staff of the Department, working together with stakeholders will strive to provide an ever increasing service that exceeds these minimum standards to the citizens.

## **Vision**

Advancing Excellence in Education Provision

#### Mission

The Mpumalanga Department of Education commits to work with its stakeholders to promote effective teaching and learning through good governance, effective management and leadership.

### **Corporate Values**

- Accountability
- · Consultation,
- Integrity,
- Innovation
- Transformation.



