

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*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 Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:*

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
<b><u>FOR ATTENTION</u></b>	:	Mr. JS Ndala, Director: HR Provisioning
<b><u>CLOSING DATE</u></b>	:	26 May 2022
<b><u>NOTE</u></b>	:	Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, copies of all qualifications 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. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 advertisement, applicants must assume that their application was not successful.

**MANAGEMENT ECHELON**

<b><u>POST 16/155</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: T2/061</u></b>
<b><u>SALARY</u></b>	:	R1 544 415 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	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 - 10 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Condition:

Appointment will be subject to competency assessment. 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](mailto:nyukela@thensg.gov.za). 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.

#### **DUTIES**

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. 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.

#### **ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

#### **POST 16/156**

: **DEPUTY DIRECTOR-GENERAL REF NO: CFO T2/062**

#### **SALARY**

: R1 544 415 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

#### **CENTRE**

: Head Office, Mbombela

#### **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 - 10 years experience at a middle/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](mailto:nyukela@thensg.gov.za). 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.

## **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.

## **ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

## **POST 16/157**

: **CHIEF DIRECTOR: DISTRICT CO-ORDINATION AND MANAGEMENT REF NO: T2/063**

## **SALARY**

: R1 269 951 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

## **CENTRE REQUIREMENTS**

: Head Office, Mbombela  
: 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 and extensive proven experience in high level planning and management as well as a thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive and credible knowledge in the Education procedures and practices. Competencies: 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. Ability to develop and adhere to work schedules. 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 ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results

within a complex and diverse environment. 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](mailto:nyukela@thensg.gov.za). 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.

**DUTIES** : Monitor the support rendered by districts in: Providing an enabling environment for education institutions within a district area to do their work in line with education law and policy. Assisting principals and educators to improve the quality of teaching and learning in their institutions. Serving as an information node for education institutions and facilitating ICT connectivity in all institutions within the district. Providing an enabling environment for the professional development of educators and administrative staff members. Promoting system accountability by: Holding districts to account for the performance of the education institutions in the district area. Accounting to the provincial education department for the performance of education institutions in the districts Accounting to the provincial education department in terms of the performance agreements that stipulate the roles, functions and responsibilities of district directors in line with relevant policies. Monitoring the extent to which districts promote public information sharing by: Informing and consulting with the public in an open and transparent manner. Upholding Batho Pele principles in all dealings with the public. 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. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5111

**POST 16/158** : **CHIEF DIRECTOR: GENERAL EDUCATION AND TRAINING & EDUCATION SUPPORT REF NO: T2/064**

**SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE** : Head Office, Mbombela

**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. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general education and training, ECD and ABET, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Valid Code 08 Drivers License. Willingness to travel and work beyond normal working hours. 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](mailto:nyukela@thensg.gov.za). 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.

## **DUTIES**

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training, including ECD and ABET. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. 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.

## **ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

## **POST 16/159**

: **DIRECTOR: CURRICULUM ENRICHMENT REF NO: T2/065**

## **SALARY**

: R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

## **CENTRE**

## **REQUIREMENTS**

: Head Office, Mbombela  
: 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. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing curriculum enrichment, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of curriculum enrichment. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. 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](mailto:nyukela@thensg.gov.za). 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.

**DUTIES** : Promote the development and implementation of policy, programmes and systems regarding all aspects of nutrition programmes, HIV/Aids Education, sports, music and cultural programmes and printed media and school libraries. Manage the co-ordination and implementation of nutrition programmes, and assess the impact thereof. Manage, co-ordinate and evaluate the development and implementation of HIV/Aids Education, and develop and maintain a strategic collaboration between Health, Education, Social Services and Agriculture. Manage, co-ordinate and evaluate the development and implementation of sports, music and cultural programmes. Co-ordinate, manage and monitor the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Analyse and identify professional, educational and resource needs (physical, financial and human). Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc. 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.

**ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992

**POST 16/160** : **DIRECTOR: HR BENEFITS AND EMPLOYEE WELLNESS REF NO: T2/066**

**SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE** : Head Office, Mbombela

**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. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Benefits administration, HR Performance management and Employee Health and Wellness. 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. 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](mailto:nyukela@thensg.gov.za). 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.
<b><u>DUTIES</u></b>	:	Manage and give strategic direction to the HR Benefits, -Performance and Employee Health and Wellness Unit. Manage the benefits of human resources and promote sound HR performance management practices. Manage the development, co-ordination, monitoring of Projects and policies as well as administration processes related to HR Remuneration and –benefits, including all HR career matters, housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Provide employees with comprehensive assistance, care and support programmes in the workplace. Manage the development, co-ordination and administration of HR performance assessment. Manage the provision of care and support to employees infected with and affected by HIV/AIDS as well as the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
<b><u>ENQUIRIES</u></b>	:	Mr JM Tshoba Tel No: (013) 766 5297
<b><u>POST 16/161</u></b>	:	<b><u>DIRECTOR: TEACHER DEVELOPMENT AND GOVERNANCE REF NO: T2/067</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	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. Extensive experience in the development of teaching-, education governance- and education management capacity. Competencies: In depth knowledge and understanding of the provisions of the National Policy Framework for Teacher Education and Development. Sound knowledge and insight into education management, project management and HR development strategies. Ability to provide sound advice on all Teacher Development and Governance issues to line managers. 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. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Strong networking skills. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. Good computer user skills. 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 <a href="mailto:nyukela@thensg.gov.za">nyukela@thensg.gov.za</a> . 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.
<b><u>DUTIES</u></b>	:	Manage and ensure the development of teachers, education governance and education management. Ensure the support of educators in presenting

learning systems, including research and analysis of teacher development needs (induction and INSET), analysis of existing programmes and qualifications for teachers as well as the district Development Plans, supporting the implementation of learning programmes, learning systems and learning support materials, evaluation of policies and strategies set for flexible teaching systems and managing the co-ordination of the teacher development aspects of the IQMS. Manage the development of education governance capacity, including the provincial governance capacity development programme, learner affairs development programmes and policies for school safety. Manage the development of education management capacity and the implementation of a provincial education programme to ensure quality leadership in education. 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 Human Resources, Finance, Equipment, etc.) of the component. 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.

<b><u>ENQUIRIES</u></b>	:	Mr J Mkhwanazi Tel No: (013) 766 0992
<b><u>POST 16/162</u></b>	:	<b><u>HEAD: OFFICE OF THE HOD REF NO: T2/068</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	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. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. 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 <a href="mailto:nyukela@thensg.gov.za">nyukela@thensg.gov.za</a> . 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.
<b><u>DUTIES</u></b>	:	Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive



decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

**ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

**POST 16/163**

: **PRINCIPAL: MST ACADEMY (DIRECTOR LEVEL) REF NO: T2/069**

**SALARY**

: R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE**

: MST Academy, Emalahleni

**REQUIREMENTS**

: The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Master of Science degree (Mathematics, Physics/Chemistry or Technology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised PhD in Mathematics, Physics or Chemistry will serve as recommendation. Valid driver's license. 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](mailto:nyukela@thensg.gov.za). 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.

**DUTIES**

: Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render

communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.

**ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992

#### **OTHER POSTS**

**POST 16/164** : **CHIEF ARCHITECT GRADE A: PROJECTS IMPLEMENTATION REF NO: T2/072**

**SALARY** : R912 048 per annum  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : Bachelor of Architecture. Registration with the SACAP as a Professional Architect. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.

**DUTIES** : Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

**ENQUIRIES** : Ms N Maribe Tel No: (013) 766 5274

**POST 16/165** : **SOCIAL WORK MANAGER GR 1: ECD CENTRES REF NO: T2/077**

**SALARY** : R806 811 per annum  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : A recognized Bachelors Degree in social work. Ten years appropriate experience in social work after registration as Social Worker as well as at least 6 years experience in the education sector. A B Degree in school subjects. Registration with the South African Council for Social Service Professions. Planning, human resource, strategic management, organizing skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literacy. A valid driver's license.

**DUTIES** : Integration of child care and support programmes with education stimulation programmes for children between ages zero to four years. Development of a full integrated programme for implementation from January to December of each year. Training of programme managers at head office and districts on the understanding and implementation of the integrated programme. Manage the training of classroom practitioners on the integrated programme. Manage Care, Support and Curriculum implementation in all centers with the zero to four years old children. Submission of quarterly reports on programme implementation and all other reports as will be required from time to time. Doing proper and thorough budgeting for the programme as well as manage and report on allocated budget.

**ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992

<b><u>POST 16/166</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT &amp; CO-ORDINATION SERVICES:</u></b> <b><u>ADMINISTRATIVE SUPPORT, MEC's OFFICE REF NO: T2/070</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 or 4 year B-degree or equivalent qualification. Three (3) to five (5) years middle management experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal / written). A valid driver's license. Proven management competencies. Knowledge of Public service Regulatory Framework. Project Management. Communication- (verbal and written), negotiation-, report writing and presentation skills. 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.
<b><u>DUTIES</u></b>	:	Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mnisi Tel No: (013) 766 5555
<b><u>POST 16/167</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: T2/073</u></b>
<b><u>SALARY</u></b>	:	R728 829 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

<b><u>DUTIES</u></b>	:	Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research
<b><u>ENQUIRIES</u></b>	:	Ms N Maribe Tel No: (013) 766 5274
<b><u>POST 16/168</u></b>	:	<b><u>DRIVER / MESSENGER: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/074</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 10/12 certificate. Valid code 08 driver's license. Competencies: Extensive appropriate experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Capacity to work long and irregular hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will serve as the courier of documentation and other items between the office of the MEC and other offices/institutions. Assist the office with duplication- and office support services. Assist in rendering general logistical services to the Office of the MEC and to keep a good image of the Office of the MEC at all times. Be available to assist the Head of the office, provide over-arching support in the functioning of the office of the MEC.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mnisi Tel No: (013) 766 5555
<b><u>POST 16/169</u></b>	:	<b><u>REGISTRY CLERK: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/075</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.
<b><u>DUTIES</u></b>	:	Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mnisi Tel No: (013) 766 5555
<b><u>POST 16/170</u></b>	:	<b><u>FOOD SERVICES AID: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/076</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	No formal qualification is required for this position, but appropriate work experience and/or knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of food preparation, the serving of food and the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations.
<b><u>DUTIES</u></b>	:	Preparation of food and beverages. Lay and clear tables. Serve food and beverages. Render dish washing duties. Clean kitchen and dining room surfaces, furniture and appliances as well as hostel facilities as required.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mnisi Tel No: (013) 766 5555