



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

DIRECTOR: DISTRICT MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 105 383 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. 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.

Requirements:

An appropriate SAQA recognised Bachelor's 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. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. 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.

Duties:

Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the

continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

Post Ref No V2/036 - Ehlanzeni District Office, Kanyamazane

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

DIRECTOR: MANAGEMENT ACCOUNTING

Salary: An all-inclusive remuneration package of R 1 105 383 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. 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.

Requirements:

An appropriate SAQA recognised Bachelor's 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 appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. 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. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. 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.

Duties:

Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. 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.

Post Ref No V2/037 - Head Office, Mbombela

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

DEPUTY DIRECTOR: ASSET MANAGEMENT

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.**

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Thorough understanding of asset management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well-developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

Duties: Responsible for the establishment and overall management of the head office Asset Management component and functions, which include all centralised aspects of movable asset management, immovable asset management and asset control. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

Post Ref No V2/038 - Head Office, Mbombela

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

DEPUTY DIRECTOR: BEHAVIOUR MANAGEMENT

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.**

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. 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.

Duties: Manage the Behaviour Management Unit. Co-ordinate and manage all matters pertaining to incapacity/inefficiency, misconduct and employee behaviour. Select persons to chair or prosecute disciplinary hearings. Co-ordinate and analyse all reports from district offices pertaining to misconduct and incapacity. Give direction to, co-ordinate, monitor and advise on all misconduct and incapacity related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Behaviour Management services and formulate programmes and projects for the implementation thereof. 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 middle management echelon of the Department of Education, and will be expected to contribute at that level.

Post Ref No V2/039 - Head Office, Mbombela

Enquiries: Mr H Ngwenya, Tel (013) 766 5429

DEPUTY DIRECTOR: COMPLIANCE AUDITS

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An appropriate 3-year B Tech degree (NQF7) or equivalent qualifications with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Studying towards a CIA will be an added advantage. IIA membership. Minimum of 3 years' practical experience in internal auditing plus extensive supervisory/ management experience. Experience in the public sector will be an added advantage. Extensive knowledge of the Standards for the Professional Practice of Internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet deadlines. Target driven. A valid driver's license.

Duties: Assist the Director: Internal Audit with the development of a 3-year rolling risk based internal audit strategic Plan and a 1-year operational internal audit plan. Manage a quality assurance program for the unit in accordance with SPPIA. Manage the Implementation of the approved risk-based internal audit operational plan. Manage and coordinate planning and execution of internal audits. Monitor and facilitate reporting on internal audits. Perform and manage ad hoc audits as requested by management. Manage stakeholder relationships. Execute HR Performance Management.

Post Ref No V2/040 - Head Office, Mbombela

Enquiries: Mr SJ Sifunda, Tel (013) 766 5293

DEPUTY DIRECTOR: DEPARTMENTAL DEBT AND REVENUE

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) or equivalent qualifications as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Knowledge of SCOA will be an added advantage. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts and revenue. Monitor the debt account. Make proposals to management in regard to management of debts. Prepare progress reports on the status of debt and debt clearing for management. Recommend debt write offs and possible black-listing. Develop revenue enhancement strategies. Execute HR performance management.

Post Ref No V2/041 - Head Office, Mbombela

Enquiries: Mr DR Shipalana, Tel (013) 766 5298

DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license

Duties: Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts.

Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

Post Ref No V2/042 - Ehlanzeni District Office, Kanyamazane

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

DEPUTY DIRECTOR: FINANCIAL REPORTING

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Advanced knowledge of BAS and MS Office, and the specified work field. Well-developed financial management skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid Driver's license.

Duties: Develop, co-ordinate, monitor and review all policy, delegations, systems and guidelines pertaining to Monthly, Quarterly and Annual Financial Statements. Manage and co-ordinate the compilation of Monthly, Quarterly and Annual Financial Statements. Analyse financial reports and advise on the financial weaknesses of the Department. Develop systems and monitoring tools to guard against misallocation of Expenditure. Manage the rendering of secretarial services to Audit Steering Committees. Manage and coordinate external and internal Audit queries and responses. Execute HR Performance Management. Manage the compilation and monitoring of the AG action plan and IA improvement plans

Post Ref No V2/043 - Head Office, Mbombela

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

DEPUTY DIRECTOR: GENERAL EXPENDITURE

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Advanced knowledge of BAS, LOGIS and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Well-developed financial management skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Manage and co-ordinate the capturing and authorisation of general expenditure payments, mainly to suppliers. Oversee the authorisation of credit notes received from suppliers. Manage the maintenance of a telephone register. Oversee the distribution of BAS cheques and EBT stubs to beneficiaries. Manage the record keeping of general accounts and expenditure and provide reports to stakeholders and managers. Manage batch control and reconciliations of payment documents. Reconcile and file all payment documents. Manage and report on general expenditure debt. Compile and manage the Fruitless and Wasteful expenditure register. Ensure accurate and safe keeping of payment vouchers. Build capacity, provide support and execute HR performance management.

Post Ref No V2/044 - Head Office, Mbombela

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

DEPUTY DIRECTOR: HR BENEFITS AND PERFORMANCE

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Benefits and Performance concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating HR benefits and performance of educators and officials and related HR policies and practices. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

Duties: To professionally manage the benefits of human resources including the development, co-ordination, monitoring and review of Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Manage, co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Manage the development and monitoring of the implementation of viable systems and working procedures related to Benefits. Manage the development, co-ordination, monitoring and reviewing of all policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and accountable administration of HR benefits. Manage the maintenance of detailed personnel records, both on file and on PERSAL. Manage the administration processes of all acting appointments in regard of the non-decentralised files and records. Manage co-ordinate and monitor the development and reviewing of a performance assessment system. Manage the development, co-ordination and monitoring of policies, delegations, practices and

grievance procedures pertaining to:

induction, code of conduct and working hours, undertaking of remunerative work outside the work place, regular performance assessment aimed at improved performance, rewarding good performance, managing poor performance and career planning. Provide related management information services. Provide a professional HRPM advisory support service to managers and the development of capacity i.r.o the above.

Post Ref No V2/045 - Head Office, Mbombela

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

DEPUTY DIRECTOR: HR ESTABLISHMENT AND DATA

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as establishment administration. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

Duties: Conduct research and data analysis on human resource planning. Develop and manage strategic plans for the provisioning and deployment of human resources. Develop and monitor the implementation of the Human Resource Strategy, Annual Performance Plan and Human Resource Plan and reporting thereof. Develop and maintain comprehensive workforce analysis. Conduct research and provide recommendations to inform organisational capacity requirements. Identify the gaps between the human resource needs and what is available and recommend the necessary action plans to bridge the gaps. Conduct HR analysis and continuous HR audit in the Department. Develop HR best practices to address challenges of HR supply and demand in the labour market. Control, monitor and maintain the departmental post and staff establishment, in line with the HR Planning. Manage and provide effective HR information services. Develop, manage and monitor the implementation of the cost per head budget and expenditure for the compensation budget. Control, monitor and maintain the PERSAL Personnel subsystem. Manage HR risk register and reporting thereof. Provide HR data as and when required by the Director. Promote a culture of high performance driven team.

Post Ref No V2/046 - Head Office, Mbombela

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

DEPUTY DIRECTOR: HR SERVICES

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

Duties: Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

Post Ref No V2/047 - Gert Sibande District Office, Ermelo

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

DEPUTY DIRECTOR: HR STAFFING

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements:

An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as establishment administration. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

Duties:

Manage the development and review of HR policies, delegations, systems and practices. Ensure proper management and monitor the co-ordination of recruitment and selection processes. Co-ordinate and consolidate the issuing of provincial vacancy lists for posts in institutions. Develop and monitor the implementation of the Human Resource Strategy, Annual Performance Plan and reporting thereof. Manage the administration of all promotions, transfers and rank translations in regard of the non-decentralised files and records. Manage the maintenance of valid employment records on files and on PERSAL. Provide related management information services. Develop capacity in regard of the above. Manage the recruitment and selection process. Develop and ensure proper management of HR Provisioning risk register and the reporting thereof. Ensure the development and implementation of Annual Performance Plan and the reporting thereof. Manage the Post Provisioning system. Ensure legislative compliance for the Human Resource Provisioning services. Promote a culture of efficiency and effectiveness amongst the team.

Post Ref No V2/048 - Head Office, Mbombela

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

DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements:

An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Extensive computer user knowledge and experience. Valid driver's license.

Duties:

Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

Post Ref No V2/049 - Gert Sibande District Office, Ermelo

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

DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Extensive computer user knowledge and experience. Valid driver's license.

Duties: Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

Post Ref No V2/050 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/051 - Ehlanzeni District Office, Kanyamazane

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

DEPUTY DIRECTOR: INTERNAL BURSARIES

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant management experience in bursary environment. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

Duties: Manage, co-ordinate and monitor policy and procedures regarding internal bursaries. Administer all aspects of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin, Office of the Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and

Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Execute HR Performance Management.

Post Ref No V2/052 - Head Office, Mbombela

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

DEPUTY DIRECTOR: LABOUR RELATIONS

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. 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.

Duties: Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

Post Ref No V2/053 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/054 - Bohlabela District Office, Bushbuckridge

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

DEPUTY DIRECTOR: LEARNERSHIP AND INTERN CO-ORDINATION

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.**

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management. Minimum of 3 years' relevant experience in an HRD environment. Competencies: A thorough knowledge of SAQA and NQF as well as the Skills Development Act, 1998, will be a strong recommendation. Proven skills in both written and verbal is essential. He/she should be eloquent and have the ability to relate to staff at all levels. Experience in training management, presenting training and developing programs will be an advantage. The ideal applicant should be assertive, disciplined, and dynamic, highly organized and be able to work independently and as a team member. Computer literacy. Managerial skills. A valid driver's license. Willingness to travel is essential.

Duties: Assist in meeting strategic staffing needs and the alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Provide for learner-ships that lead to recognised qualifications. Co-ordinate the identification of relevant skills programmes and learner-ships.

Post Ref No V2/055 - Head Office, Mbombela

Enquiries: Mr CD Maebela, Tel (013) 766 5443

DEPUTY DIRECTOR: MEDIA LIASON AND MONITORING

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.**

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Journalism/ Communications/Public Relations/Marketing or equivalent qualifications. Minimum of 3 years' relevant management experience. Competencies: Management skills. Computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Strategic thinking with creative flair. Ability to work under pressure and to communicate effectively. Valid driver's license.

Duties: Develop a media communication policy and a policy on releasing official information (integrated with departmental communication policy). Manage and co-ordinate the development and maintenance of a media liaison and monitoring strategy. Co-ordinate departmental media liaison activities. Manage and co-ordinate the planning and arrangements of press conferences. Manage and co-ordinate departmental talk shows. Manage and monitor the rendering of a news-clipping service. Function as a rapid response unit. Participate in relevant and related activities.

Post Ref No V2/056 - Head Office, Mbombela

Enquiries: Mr JI Zwane, Tel (013) 766 5514

DEPUTY DIRECTOR: OFFICE OF THE HOD

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. A sound understanding of and the ability to grasp the Public Service policies and regulations, including the Public Service Act, PFMA, Educator's related Acts, Treasury Regulations and education related policies and initiatives. Valid driver's license. The following will serve as recommendations: Excellent interpersonal and motivational skills. Good written and verbal communications skills. Good report writing skills. Innovative, analytical and creative thinking. Creative assertiveness.

Duties: The successful candidate will be responsible to co-ordinate the administrative functions in the Office of the Head Of Department (HOD). Co-ordinate meetings with stakeholders/institutions. Maintain efficient linkages between the Office of the HOD and all internal and external departmental stakeholders. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HOD. Receive, acknowledge and channel all correspondence relating to the office of the HOD, to relevant components for attention, pend and make follow ups where necessary. Facilitate the gathering of information, and assists with the preparation of reports as required. Supervise other office staff. Execute HR Performance Management.

Post Ref No V2/057 - Head Office, Mbombela

Enquiries: Ms P Moosa, Tel (013) 766 5520

DEPUTY DIRECTOR: ORGANISATION DEVELOPMENT AND DESIGN

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 3 years' experience in the Organisational Design and Development environment or equivalent qualification. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Ensure the sound management of organisational development and the job evaluation system including the provision of work study support services and management of the development of policy and procedures pertaining to job evaluation, -reviews and -grievances. Manage the assessment, scheduling and processing of requests for job evaluation, the co-ordination of the job evaluation process with the provincial unit and the management of cases where posts have been upgraded or downgraded. Fulfil the reporting requirements i.r.o job evaluation. Manage equitable job design which includes management of job analysis, job description and job design processes. Develop pro forma job

descriptions for occupational groups with similar work content. Manage and co-ordinate the availability of correct job profiles and competencies to the Internship Committee. Collaborate with the Internship Committee to align the internships with job profiles and competency needs. Promote a culture of high performance driven team.

Post Ref No V2/058 - Head Office, Mbombela

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

DEPUTY DIRECTOR: PRODUCTION AND PUBLICATIONS

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Journalism/Communications, /Public Relations/ Marketing or equivalent qualifications. Minimum of 3 years' experience. Competencies: Management skills. Computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Strategic thinking with creative flair. Ability to work under pressure and to communicate effectively. Valid driver's license.

Duties: Co-ordinate and manage all production and publication matters. Manage and co-ordinate the production of the departmental newsletter and any other publications as well as the placing of relevant departmental information on the Internet and other related information services. Manage the maintenance of the developed communications data base. Manage the co-ordination of all media production activities e.g. desktop-publishing, audio visual services and related technical support services. Manage and co-ordinate all recordings and editing during departmental functions, events and press conferences. Manage the rendering of language-, translation-, speech writing and editing services as well as the rendering of a communications library service.

Post Ref No V2/059 - Head Office, Mbombela

Enquiries: Mr JI Zwane, Tel (013) 766 5514

DEPUTY DIRECTOR: PROGRAMME MONITORING AND REPORTING

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Monitoring & Evaluation//Strategic Management/ Organisational Development or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Knowledge of: Government planning processes and cycles. Good understanding of departmental operations including the budgeting process. The policies of the government of the day, with specific reference to the provincial growth and development strategy of the Province. Global, district and local political, economic and social affairs impacting on the provincial government of Mpumalanga. The relationship between monitoring, evaluation, policy development and implementation. Analysis, review and reporting, statistics and information management plus relevant experience in a monitoring and evaluation environment. Skills: Project management skills. Above-average written skills and professional report writing plus editing and presentation skills. The ability to define, develop and manage strategic areas of responsibility, together with the ability to communicate effectively. Computer literacy coupled with creative, analytical thinking skills. High-level in-house advisory skills. Strong leadership skills with specific reference to the ability to display leadership in complex applications. Team building and strong interpersonal skills. Broad vocabulary level and excellent communication skills (written and verbal). Excellent information management skills. Excellent report writing skills to draft analytical, evaluated and reviewed reports on behalf of the Department. Personal attributes: Highly developed interpretive and conceptualisation / formulation ability. Ability to render advice and guidance in an objective yet dedicated manner. Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. Ability to handle conflict and operate in a team environment •Ability to persuade and influence. Ability to analyse and interpret financial and non-financial data. Valid driver's license.

Duties: Monitor the implementation of provincial programmes and plans. Prepare Departmental reports aligned to the Departmental and Cluster Plans. She/he will maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports to all affected role-players. Develop and maintain departmental database of key service delivery areas, provincial reporting policies, systems and procedures.

Post Ref No V2/060 - Head Office, Mbombela

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

DEPUTY DIRECTOR: PUBLIC SERVICE STAFF DEVELOPMENT

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management. Minimum of 3 years' relevant experience in an HRD environment. Competencies: A thorough knowledge of SAQA and NQF as well as the Skills Development Act, 1998, will be a strong recommendation. Proven skills in both written and verbal is essential. He/she should be eloquent and have the ability to relate to staff at all levels. Experience in training management, presenting training and developing programs will be an advantage. The ideal applicant should be assertive, disciplined, and dynamic, highly organized and be able to work independently and as a team member. Computer literacy. Managerial skills. A valid driver's license. Willingness to travel is essential..

Duties: Develop, review and implement an integrated HRD policy and -plan. Facilitate training for public service staff. Guide, monitor and evaluate training that is aligned with the NQF. Manage and administer bursaries. Implement the National HRD Strategy. Conduct needs analysis. Develop and maintain data on trained employees and training implemented. Conduct induction courses for newly appointed employees.

Post Ref No V2/061 - Head Office, Mbombela

Enquiries: Mr CD Maebela, Tel (013) 766 5443

DEPUTY DIRECTOR: SKILLS AUDIT AND TRAINING PROGRAMMES

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management or equivalent qualifications. Minimum of 3 years' relevant management experience in bursary environment. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

Duties: Manage, co-ordinate and monitor the conducting of research on human resource development and skills audit as well as human resource development needs. Manage the conducting of the needs analysis impact on skills audit and net return on investment. Manage the development and implementation of human resource development policies and e-learning. Manage the monitoring of compliance to training programmes with the relevant legislations. Manage the co-ordination and delivery of training programmes. Manage mandatory, specialised and generic programmes. Manage the development and management of training databases. Monitor the implementation of training programmes. Execute HR Performance Management.

Post Ref No V2/062 - Head Office, Mbombela

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

DEPUTY DIRECTOR: STRATEGIC PLANNING

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Strategic Management/ Organisational Development/Monitoring & Evaluation or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Good writing- editing- and analytical skills. Ability to write good analytical reports. Project management skills. Ability to develop logical frameworks and other planning models. Good computer and IT skills. Ability to develop and adhere to work schedules. Understanding of government policies (PFMA, MTEF) and its planning processes. Proven work experience in planning and monitoring. Good inter-personal skills. Strong understanding of transformation in government. Strong understanding of the programmes and priorities of government. Ability to work to tight schedules. Condition: Appointment will be subject to competency assessment. Valid driver's license.

Duties: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF, specifying the following: Department's priorities for the medium term framework as per mandate, Department's core objectives, core and support activities required to achieve core objective, functions to be performed internally and externally, goals or targets to be achieved on the medium term, programmes for attaining those goals and targets, as well as information systems required

for the monitoring of progress. Promote integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate the development and review of quality assurance frameworks. Monitor the overall provisioning of education in the province and facilitate planning of new policy directions. Facilitate active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Develop and maintain education and training legislation. Execute HR Performance Management.

Post Ref No V2/063 - Head Office, Mbombela

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

DEPUTY DIRECTOR: TRANSFORMATION

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

Duties: This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.

Post Ref No V2/064 - Head Office, Mbombela

Enquiries: Ms P Moosa, Tel (013) 766 5520

DEPUTY DIRECTOR: TRANSPORT & OFFICE ADMINISTRATION SERVICES

Salary: An all-inclusive remuneration package of R 766 584 p.a. The package can be structured according to the individual's personal needs. 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.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting//Financial Management/Transport Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.

Duties: Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Monitor the research, maintenance and disposal of accommodation. Provide and maintain telecommunication- and labour-saving facilities and equipment. Control payments for labour saving devices, telephones, cell phones lease contracts etc. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of GG transport services. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of subsidised transport services. Manage an accurate lease register and compile monthly disclosure notes.

Post Ref No V2/065 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: BUDGET

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Centrally deal with the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Interact with other financial and project managers on budget issues. Manage the collection of revenue. Execute HR performance management.

Post Ref No V2/066 - Head Office, Mbombela

Enquiries: Ms MB Lesele, Tel (013) 766 5329

ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid driver's license.

Duties: Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.

Post Ref No V2/067 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: DEPARTMENTAL DEBT

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Credible Accounting experience. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills. Knowledge of SCOA will be an added advantage. Valid driver's license.

Duties: Ensure and monitor the implementation of all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts. Monitor and investigate transactions in the debt account. Prepare proposals to management in regard to management of debts. Assist with the preparation of progress reports on the status of debt and debt clearing for management. Manage the administration of debts that are about to prescribe, debt route forms, the recovery or writing off of debt, possible black-listing and departmental transfer debt claims. Execute HR performance management.

Post Ref No V2/068 - Head Office, Mbombela

Enquiries: Ms NM Mbiba, Tel (013) 766 5066

ASSISTANT DIRECTOR: EXAM CERTIFICATION AND LOGISTICS

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.

Duties: Manage and co-ordinate all certification services including the processing of applications for senior certificates, amendments for the combination of subjects, the issuing of national senior certificates - new, re-issue and replacements- and after every examination and the tracking of omissions of certificates. Effect requisite combinations of results for applicants of the national senior certificate. Manage the dispatch of certificates to regions and ensure that all issued certificates are accounted for. Manage and control the rendering of logistical services pertaining to exam issues such as duplicating/photocopying services, courier and transportation services. Process claims for marking, overtime and those of service providers. Assist in other exam units during peak periods. Manage staff performance.

Post Ref No V2/069 - Head Office, Mbombela

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Planning and organising skills. Good presentation and report writing skills. Well-developed skills in financial management and salary administration matters. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Manage and control all district salary administration and salary account matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., pay sheet control, identification/ recovery /writing off of salary- and other debts, administration of salary- and salary debt accounts, and salary fraud. Deal with general expenditure matters. Execute HR performance management.

Post Ref No V2/070 - Gert Sibande District Office, Ermelo

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

ASSISTANT DIRECTOR: FINANCIAL REPORTING

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS, LOGIS and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good interpersonal and liaison skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid Driver's license.

Duties: Compile monthly, quarterly and annual Financial Statements. Assist with the analyses of financial reports. Monitor and update financial reporting guidelines and systems. Guard against misallocation of Expenditure. Render secretarial services to Audit Steering Committees. Coordinate external Audit queries and responses. Coordinate internal Audit queries and responses.

Post Ref No V2/071 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: HR BENEFITS

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.

Post Ref No V2/072 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/073 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/074 - Ehlanzeni District Office, Kanyamazane

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

ASSISTANT DIRECTOR: HR BENEFITS PROJECTS

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.

Post Ref No V2/075 - Head Office, Mbombela

Enquiries: Mr WN Khoza, Tel (013) 766 5513

ASSISTANT DIRECTOR: HR PLANNING

Salary: R 393 711 p.a.

Requirements: National Diploma(NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

Duties: Develop and monitor the implementation of Human Resource Plan and reporting thereof. Develop and maintain HR data bank to inform occupational research; succession planning, career pathing, employee mobility and staff retention. Facilitate HR forecasting in line with organisational strategy. Develop and maintain comprehensive workforce analysis. Conduct research and provide recommendations to inform organisational capacity requirements. Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Conduct HR analysis and continuous HR audit in the Department. Develop HR best practices to address challenges of HR supply and demand in the labour market. Align the HR acquisition, development and utilisation with available resources i.e. finance, infrastructure and technology. Develop and facilitate HR Planning capability at National and Provincial level. Coordinate and align HR Plan with overall strategic plan. Participate in the strategic and other planning processes in the department to ensure the alignment of HR Plans to directives. Develop and maintain the HR Strategic and operational delegations. Develop HR interventions which enables the organization to adapt rapidly to a changing environment. Participate in the strategic and other planning processes in the Department. Compile tactical plans aligned to business requirements to ensure effective strategy. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Meet the reporting requirements i.r.o HR Planning.

Post Ref No V2/076 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: HR STAFFING

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

Post Ref No V2/077 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/078 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/079 - Bohlabela District Office, Bushbuckridge

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

ASSISTANT DIRECTOR: INTERNAL CONTROLS

Salary: R 393 711 p.a.

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Requirements: An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience in the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

Duties: Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

Post Ref No V2/080 - Head Office, Mbombela

Enquiries: Mr SJ Sifunda, Tel (013) 766 5293

ASSISTANT DIRECTOR: JOB DESIGN

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualification. Minimum of 3 years' experience in the Organisational and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Provide support in regard of job analysis, job description and job design. Manage the development of pro forma job descriptions for occupational groups with similar work content. Make available job profiles and competencies to the Internship Committee. Collaborate with the Internship Committee to align the internships with job profiles and competency needs.

Post Ref No V2/081 - Head Office, Mbombela

Enquiries: Mr Z Motha, Tel (013) 766 5510

ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.

Duties: This role is responsible for managing staff performance and executing management function regarding warehouse-and internal stock control management services. Deal with the provisioning of a warehouse. Manage all internal/ external procurement functions. Deal with all stock and loss control issues. Manage staff. Perform management functions.

Post Ref No V2/082 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING

Salary: R 393 711 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Manage the following for the district: administration of budget preparation, budget control, general

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expenditure and revenue matters, internal and data control as well as diverse financial matters.

Post Ref No V2/083 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/084 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/085 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/086 - Bohlabela District Office, Bushbuckridge

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

ASSISTANT DIRECTOR: MOVABLE ASSETS

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Manage Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Manage Asset Acquisition Planning including the development of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Manage the safeguarding and protection of assets. Identify surplus, obsolete and underperforming assets, evaluate disposal alternatives and develop a disposal plan. Manage the valuation of assets, the depreciation of assets and maintenance assets plan. Manage the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

Post Ref No V2/087 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES

Salary: R 393 711 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Archival Studies or Public Management/Administration, plus 3 years' relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course. Valid driver's license.

Duties: Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the maintenance of a records classification system for paper based- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.

Post Ref No V2/088 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

ASSISTANT DIRECTOR: PROGRAMME MONITORING AND REPORTING

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF Level 6) as recognised by SAQA in Public Management/Monitoring and Evaluation/Strategic Management/ Organisational Development or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Knowledge of: Government planning process and cycle. The policies of the government of the day, with specific reference to the provincial growth and development strategy of the Province. Budgeting processes. Information management. Analysis, review and reporting. Skills: Good interpersonal and communication skills (both verbal and written). Report writing skills. Information management skills. Computer literate coupled with highly creative and analytical skills. Personal attributes: Applicants must be disciplined, adaptable and self-confident. Able to meet deadlines and to work independently. Ability to cooperate well with people both within the government at National and Provincial level. Ability to manage people in diverse teams. Valid driver's license.

Duties: Consolidate all reports, including the quarterly, mid-term and annual report. Analyse progress reports against the Departmental plans and prepare an analysis report for submission on a quarterly basis. Monitor the implementation of the annual performance plan. Maintain departmental database of key service delivery areas, provincial reporting policies, systems and procedures.

Post Ref No V2/089 - Head Office, Mbombela

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

ASSISTANT DIRECTOR: SALARIES

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Planning and organising skills. Good presentation and report writing skills. Well-developed skills in financial management and salary administration matters. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental salaries. Manage all non-decentralised matters in regard to the above including Manage, co-ordinate and monitor all salary administration functions including implementing and amending banking detail, processing S&T claims and exam claims, implementation of HR/Salary advices and deductions, authorization of PERSAL transactions, preparation and payment of all submissions through the CFO's office, updating and maintenance of salary records both on PERSAL and on files, recalling irregular PERSAL Electronic Fund Transfer (EFT) transactions from the bank, implementation of all overpayment deductions for in service officials, issue of duplicate IRP – 5's, controlling and monitoring the process of termination of service, implementing debt take on to the financial system. Deal with all salary payroll and salary report matters including: distribution of payrolls, IRP– 5 certificates and relevant PERSAL Reports exercising central control over payroll certification, dealing with payroll certification in regard of Head Office pay points, managing and controlling third party schedules, managing, auditing, correcting and filing PERSAL exception reports, reconciliation of payments made to deduction institutions. Manage the maintenance of a proper recording/filing system of all departmental payrolls, third party schedules and PERSAL Reports. Manage the rendering of salary registry services. Develop policies, systems and capacity in regard to the above. Provide support and co-ordinate related decentralized tasks at district level. Execute HR performance management. Provide support and co-ordinate related decentralized tasks at district level. Execute HR performance management.

Post Ref No V2/090 - Head Office, Mbombela

Enquiries: Mr A Ueckermann, Tel (013) 766 5449

ASSISTANT DIRECTOR: SECURITY MANAGEMENT UNIT

Salary: R 393 711 p.a.

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Requirements: National Diploma in Security Management as recognised by SAQA or equivalent qualification. Minimum of 3 years' experience. In depth knowledge of physical-, personnel-, document- and IT security. Knowledge of the Protection of Information Act, Access to Information Act, Interception and Monitoring Act and the MISS. Ability to conduct and implement security counter-measures. Sound knowledge of protective operational planning. Ability to build high quality relations with law enforcement agencies and NIA. Strong policy development and analytical skills. Good presentation skills. Well-developed skills in analysing and understanding security matters. Planning and organising skills. Well-developed written and verbal communication skills. Ability to function independently. Good computer user knowledge and experience. Valid driver's license. Successful candidates must be willing to subject themselves to security vetting since a security clearance is a requirement for appointment. The successful completion of the Security Administration Management Course offered by NIA may be a recommendation.

Duties: Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Ensure safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Conduct the screening and vetting of officials. Present training to line management and staff in respect of security matters. Liaise with the NIA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Evaluate and improve effectiveness of security measures and procedures.

Post Ref No V2/091 - Head Office, Mbombela

Enquiries: Mr NS Mlangeni, Tel (013) 766 5130

ASSISTANT DIRECTOR: SKILLS DEVELOPMENT CO-ORDINATION

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 3 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

Duties: Coordinate training and development of the departmental employees. Coordinate the identification of relevant skills programmes, short courses and learner-ships. Represent the SDF in other structures and meetings. Implement the relevant legislation, such as the Skills Development Act, South African Qualifications Authority Act and Employment Equity Act. Develop and manage the database regarding training interventions. Assist with the compilation of training reports. Conduct quality skills audit and analysis on the skills development framework. Mentor and assist other employees with their career development. Evaluate learning programmes that have been implemented. Basic budgeting.

Post Ref No V2/092 - Head Office, Mbombela

Enquiries: Mr CD Maebela, Tel (013) 766 5443

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.

Duties: Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services.

Post Ref No V2/093 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/094 - Ehlanzeni District Office, Kanyamazane

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

ASSISTANT DIRECTOR: TRANSFORMATION

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Valid driver's license. Computer literacy is essential.

Duties: Responsible for the executing of a management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes and render support services in this regard. Co-ordinate democratization of the workplace. Perform management functions. Manage co-ordinate and monitor the implementation of transformation-, equity and gender plans. Manage the initiation of projects and programmes aimed at the empowerment of women. Sensitise parents and the public on the status of children and their rights. Promote representation, recognition and development of persons with disabilities. Facilitate transformation in the workplace. Promote gender equality.

Post Ref No V2/095 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/096 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/097 - Bohlabela District Office, Bushbuckridge

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

ASSISTANT DIRECTOR: TRANSFORMATION

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA Human Resource Management/Public Management or equivalent qualification. Minimum of 3 years' relevant experience in transformation management environment. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Knowledge of Change Management processes, Diversity Management, Project Management and Policy Development. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Presentation skills, Problem solving skills, Report writing skills. Computer literacy is essential. Valid driver's license. Communication skills, Conflict Management skills.

Duties: Manage staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Ensure proper management of affirmative action measures, Employment Equity and advancement of the historically disadvantaged individuals. Co-ordinate Employment Equity programmes including the Employment Equity Committee. Manage the development of Employment Equity Plan and ensure the reporting to the Department of Employment and Labour. Champion the departmental programme on transformation issues. Advise senior management on implementation of Cabinet decision to improve representation of people with disabilities and females at senior management level. Facilitate and analyse the alignment of employment policies, practices, procedure and programmes to support the implementation of transformation imperatives.

Post Ref No V2/098 - Head Office, Mbombela

Enquiries: Ms P Moosa, Tel (013) 766 5520

ASSISTANT DIRECTOR: WORK STUDY AND JOB EVALUATION

Salary: R 393 711 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 3 years' experience in the Organisational Design and Development environment or equivalent qualification. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Provide work study support services in line with strategic- and HR Planning. Manage the development, implementation and monitoring of policy and procedures pertaining to job evaluation, -reviews and -grievances. Manage the assessment and processing of requests for job evaluation. Co-ordinate and facilitate the job evaluation process with the provincial unit. Manage cases where posts have been upgraded or downgraded. Develop generic job descriptions for department. Fulfil the reporting requirements i.r.o job evaluation.

Post Ref No V2/099 - Head Office, Mbombela

Enquiries: Mr Z Motha, Tel (013) 766 5510

ETHICS OFFICER: ETHICS MANAGEMENT

Salary: R 393 711 p.a.

Requirements: A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Ethics Management. Competencies: Risk management, Fraud investigations and/or fraud prevention techniques ethics management. Paralegal background will be added advantage. Valid driver's license. Good understanding of the relationship between ethic management and combating fraud and corruption techniques managerial experience. Competencies: Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.

Duties: Detect, prevent, investigate and report on unethical conduct/behaviour. Facilitate the implementation of the whistle-blowing strategy/policy. Drive awareness campaigns on the importance of good ethical behaviour/conduct. Scrutinize the risk register and come up with a fraud prevention strategy. Monitor the implementation of departmental plans & strategies. Facilitate the implementation of the whistle-blowing policy/strategy. Investigate fraudulent practices/corruption and recommend appropriate disciplinary actions/measures. Liaise with external/internal security agencies where corrupt/fraudulent practices have been detected. Develop an anti-corruption strategy in consultation with the Premier's Department. Investigate and report on cases/complaints received through the Presidential Hotline by the Premier's Department.

Post Ref No V2/100 - Head Office, Mbombela

Enquiries: Mr MEM Bhembe, Tel (013) 766 5431

RISK OFFICER: RISK MANAGEMENT

Salary: R 393 711 p.a.

Requirements: A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

Duties: Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption

Post Ref No V2/101 - Head Office, Mbombela

Enquiries: Mr MEM Bhembe, Tel (013) 766 5431

SENIOR DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY

Salary: R 393 711 p.a.

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Requirements: National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.

Duties: Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.

Post Ref No V2/102 - Bohlabela District Office, Bushbuckridge

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

SKILLS DEVELOPMENT CO-ORDINATOR: SKILLS DEVELOPMENT CO-ORDINATION

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the Human Resources Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learnership entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills •Ability to function independently. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license. Registration with SACE

Duties: Establish district and circuit skills development committees. Assist with the identification of training needs. Recruit learners to be enrolled for skills programmes. Co-ordinate the signing of contracts by the enrolled learners. Co-ordinate the implementation of the skills programmes. Co-ordinate the development and submission of Portfolios of Evidence. Implement the training- and related policies. Compile and maintain a database on trained employees. Compile monthly report on the training implemented.

Post Ref No V2/103 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/104 - Bohlabela District Office, Bushbuckridge

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

WEB-SITE CONTENT MANAGER: PRODUCTION AND PUBLICATIONS

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Information Communication and Technology or equivalent qualification. Minimum of 3 years' experience in a web content related environment. Knowledge of web editing programmes (e.g. HTML, Front-page, Dreamweaver). Good verbal and written communication skills in the English language skills as well as good editing skills. Valid driver's license. Familiarity with the internet, worldwide web, and office software packages. The successful candidate must be willing to work after hours and or on weekends when required, and be prepared to travel extensively.

Duties: Liaise with various directorates to obtain content for the departments website. Liaise with stakeholders countrywide, and attend stakeholder meeting on a national and provincial level. Monitor relevant websites and identify information to be placed on the DoE's website. Edit and adapt content to suit DoE's online brand strategy. Update the DoE website to reflect current accurate information. Ensure that all relevant department information is made available on the DoE website. Handle telephonic queries relating to content on the website, and provide assistance to web users. Execute any department-prescribed duties /responsibilities required within the section.

Post Ref No V2/105 - Head Office, Mbombela

Enquiries: Mr JI Zwane, Tel (013) 766 5514

CHIEF HR OFFICER: HR CAREER MATTERS

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage all matters pertaining to HR career matters in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.

Post Ref No V2/106 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/107 - Ehlanzeni District Office, Kanyamazane

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

CHIEF HR OFFICER: HR EMPLOYMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage the administration of all aspects pertaining to the employment, re-instatement of salaries, rank translations, promotions and transfers of human resources in regard of decentralised files and records. Deal with the administration of all acting appointments in regard of decentralised files and records. Deal with the administration of all freezing of salaries and vacating of posts in regard of the same files and records. Manage the creation and maintenance of valid employment records on files and on PERSAL. Develop capacity in regard of the above. Ensure quality control i.r.o. PERSAL administration and records. Execute HR performance management.

Post Ref No V2/108 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/109 - Bohlabela District Office, Bushbuckridge

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

CHIEF HR OFFICER: HR HOUSING & LEAVE

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage all matters pertaining to housing and leave in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.

Post Ref No V2/110 - Gert Sibande District Office, Ermelo

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

CHIEF HR OFFICER: HR PENSIONS & COMPENSATION

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage all matters pertaining to pensions and compensation in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information.

Execute HR performance management.

Post Ref No V2/111 - Bohlabela District Office, Bushbuckridge

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

CHIEF HR OFFICER: HR PROVISIONING

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage the maintenance of post establishments in accordance with policy and delegations. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Manage all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Monitor and administer HR matters related to the closing of schools. Process school gradings. Provide related management information services. Execute HR performance management.

Post Ref No V2/112 - Nkangala District Office, KwaMhlanga

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

CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Register Personnel Sub controllers and users and maintain user profiles through selective allocation of functions. Manage and co-ordinate the implementation of effective PERSAL control, security and audit measures. Regularly monitor the audit and control reports available on PERSAL, as well as the programmatically generated exception reports. Manage regular audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Manage the orientation of users and provide user support. Provide PERSAL information. Manage the maintenance of district HR database control. Manage the co-ordination of all district HR Projects. Provide statistical reports and data on HR related matters.

Post Ref No V2/113 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/114 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/115 - Ehlanzeni District Office, Kanyamazane

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

DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.

Duties: Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop

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and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.

Post Ref No V2/116 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/117 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/118 - Bohlabela District Office, Bushbuckridge

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

DATA TECHNOLOGIST: TECHNICAL SERVICES

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.

Duties: Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.

Post Ref No V2/119 - Head Office, Mbombela

Enquiries: Ms MFM Tebeila, Tel (013) 766 5566

HR PRACTITIONER: BENEFITS ADVISORY SUPPORT SERVICE

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the performance management systems of educators and officials and related HR policies and practices as well as knowledge of PILIR. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Provide advisory and secretarial services iro performance management and incentive systems. Provide general research- and policy support services. Develop capacity iro HR policies and practices. Co-ordinate and administer matters related to PILIR.

Post Ref No V2/120 - Bohlabela District Office, Bushbuckridge

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

HR PRACTITIONER: CONDUCT MANAGEMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF 6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualification. Minimum of 3 years' relevant experience in Labour Relations environment Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy.

Duties: Apply the prescribed policy, delegations, systems, practices and grievance procedures for the management of incapacity (educators) and inefficiency (officials), as well as misconduct. Liaise with the South African Council for Educators i.r.o. the above. Provide related management information, and maintain the database and PERSAL records. Administer related non-decentralised matters, and develop decentralised capacity. Preside over disciplinary cases or be the employer representative. Investigate incidents of breach of the codes of conduct in consultation with the districts. Advise line management on

how to manage employee conduct.

Post Ref No V2/121 - Head Office, Mbombela

Enquiries: Ms IN Madonsela, Tel (013) 766 5352

HR PRACTITIONER: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF 6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualification. Minimum of 3 years' relevant experience in Labour Relations Environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

Duties: Promote labour peace through dispute resolution mechanisms. Co-ordinate the settlement of disputes and grievances. Liaise with trade unions and bargaining councils with regard to dispute resolution. Maintain database for disputes and grievances. Arrange meeting with relevant stakeholders including districts for individual dispute and/ or grievance resolution. Assist with the development of decentralised capacity i.r.o. the above. Prepare and obtain mandates to settle disputes and grievances.

Post Ref No V2/122 - Head Office, Mbombela

Enquiries: Ms IN Madonsela, Tel (013) 766 5352

HR PRACTITIONER: HR BENEFITS PROJECTS

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: Develop, co-ordinate, monitor and review the policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, and provide related management information.

Post Ref No V2/123 - Head Office, Mbombela

Enquiries: Ms F Khoza, Tel (013) 766 5501

HR PRACTITIONER: HR PERFORMANCE

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge Performance Management & Development concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: Develop, co-ordinate, and review policies, delegations, practices, and grievance procedures pertaining to a performance assessment instrument, as well as the developmental management of performance. Provide a professional HRPM advisory support service related to performance management, including induction, probation, code of conduct, working hours, performance assessment, rewarding good performance, managing poor performance and career planning.

Post Ref No V2/124 - Head Office, Mbombela

Enquiries: Mr A Mthisi, Tel (013) 766 5516

HR PRACTITIONER: HR PLANNING

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: Research, analyse and compile an integrated HR- and Affirmative Action plan which is linked to the MTEF, and aligned with the strategic plan and service performance improvement programme. Develop HR interventions which enables the organization to adapt rapidly to a changing environment. Participate in the strategic and other planning processes in the Department. Meet the reporting requirements i.r.o HR Planning.

Post Ref No V2/125 - Head Office, Mbombela

Enquiries: Mr G Mathebula, Tel (013) 766 5378

HR PRACTITIONER: HR RECRUITMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license

Duties: Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures pertaining to the recruitment and selection of human resources. Develop, co-ordinate, monitor and review policy, delegations, systems and practices i.r.o. voluntary and compulsory severance. Deal with the administration of all related matters in regard of the non-decentralised files and records.

Post Ref No V2/126 - Head Office, Mbombela

Enquiries: Mr G Mathebula, Tel (013) 766 5378

HR PRACTITIONER: PERSAL CONTROL

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: Create and maintain departmental codes on the departmental code files. Administer the submission of System Control Changes with regard to PERSAL to Treasury through the SCC system. Administer and execute PERSAL control and audit measures. Assist with the distribution of PERSAL audit and control reports, as well as programmatically generated exception reports. Ensure the capturing of all bursary information on PERSAL. Arrange all aspects of departmental PERSAL User Forum meetings. Monitor capturing of information on PERSAL in line with the National Minimum Information Requirements (NMIR).

Post Ref No V2/127 - Head Office, Mbombela

Enquiries: Mr G Mathebula, Tel (013) 766 5378

HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE

Salary: R 331 188 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.

Post Ref No V2/129 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/130 - Bohlabela District Office, Bushbuckridge

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

INTERNAL AUDITOR: COMPLIANCE AUDITS

Salary: R 331 188 p.a.

Requirements: An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years' practical experience. Proven internal audit skills. Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA

Duties: Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction

Post Ref No V2/131 - Head Office, Mbombela

Enquiries: Mr SJ Sifunda, Tel (013) 766 5293

INTERNAL AUDITOR: INTERNAL CONTROLS

Salary: R 331 188 p.a.

Requirements: An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years in internal auditing. Proven internal audit skills Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Good business acumen. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA

Duties: Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction

Post Ref No V2/132 - Head Office, Mbombela

Enquiries: Mr SJ Sifunda, Tel (013) 766 5293

LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

Duties: Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.

Post Ref No V2/133 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/134 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/135 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/136 - Bohlabela District Office, Bushbuckridge

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

OFFICE MANAGER: OFFICE OF THE CFO

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Financial Management/Commerce/Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Well-developed financial management skills. Well-developed skills in analysing and understanding budgets. Planning and organising skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license. Previous experience as a Financial Advisor or Financial Consultant will be a recommendation.

Duties: Receive, analyse and interpret all incoming correspondence, channel it to relevant components for attention and make follow-ups where necessary. Compile reports, act as Secretary during meetings and manage the budget of the CFO's office. Co-ordinate and facilitate the compilation of annual estimates for the CFO's Office. Obtain and keep records of conditionals grants. Assist in the development and implementation of strategic plans. Ensure compliance with all legal frameworks and execute any other task as directed by the CFO. Maintain confidentiality and promote the image of the CFO's office. Responsible for coordinating and consolidation of various submissions to oversight bodies.

Post Ref No V2/137 - Head Office, Mbombela

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

SENIOR ADMIN OFFICER: EXAM CERTIFICATION

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.

Duties: Manage and co-ordinate the processing of applications for senior certificates as well as amendments for the combination of subjects. Facilitate the issuing of national senior certificates (new, re-issue and replacements). Co-ordinate and control the receipt of certificates and track omissions. Effect requisite combinations of results for applicants of the national senior certificate. Manage the process to control and dispatch certificates to districts and ensure that all issued certificates are accounted for. Effect requisite

combination of results and corrections of personal particulars for applicants of the national senior certificate. Assist in other exam units during peak periods.

Post Ref No V2/138 - Head Office, Mbombela

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

SENIOR ADMIN OFFICER: EXAM LOGISTICS

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.

Duties: Manage an efficient filing system of all documents in exams. Receive, dispatch and distribute all types of correspondence. Manage the rendering of duplicating / photocopying services, courier and transportation services and messenger and driver services. Manage the switchboard. Manage the help-desk, receive and direct visitors and calls. Handle assets (movable & immovable) including fleet/transport. Control the receipt and allocation of stock and procurement. Manage the processing of claims for marking, overtime and those of service providers. Assist in other exam units during peak periods.

Post Ref No V2/139 - Head Office, Mbombela

Enquiries: Mr GJ Mugwena, Tel (013) 766 0094

SENIOR ADMIN OFFICER: GG TRANSPORT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Extensive knowledge and proven ability i.r.o. the required functions. Proven management skills in the field of government owned transport services. Sound knowledge of the Road Transport Act and transport policies. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

Duties: Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles and administer the budget allocated for transport. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with and conduct regular inspections. Ensure monthly inspections of vehicles in all offices. Liaise with the Department of Public Works, Roads and Transport and Government garage on transport related matters. Train and supervise staff. Execute HR Performance Management.

Post Ref No V2/140 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

SENIOR ADMIN OFFICER: OFFICE ADMINISTRATION

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives and report writing skills. Proven computer literacy and user experience (Microsoft Office package). Valid driver's license.

Duties: Manage, co-ordinate and monitor central accommodation and office administration services, including the maintenance of facilities and equipment and the administration and control of rentals diverse accounts. Compile and review policies and procedures regarding the administration processes of the section. Manage the effective execution of regular inspections of leased and government owned buildings and compile reports to managers. Train, give guidance and supervise staff. Execute HR performance management.

Post Ref No V2/141 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

SENIOR ADMIN OFFICER: OFFICE AUXILIARY SERVICES

Salary: R 331 188 p.a.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An appropriate 3-year qualification as recognised by SAQA in Archival Studies/ Records Management or Public Management/Administration, plus 3 years' appropriate experience. Proven successful completion of an electronic records management course or the National Archives and records services management course and experience in the field of paper based records. Good interpersonal, organisational and communication skills. Valid driver's license.

Duties: Establish and maintain a records management unit. Supervise the implementation of a records management strategy and related records management action plans. Manage the maintenance of a records classification system for paper based- and electronic records. Implement systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the safekeeping of all records as well as the administration of all related matters in regard of non-decentralised documents and records. Co-ordinate and control the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage the maintenance of all allocations of file-/document reference numbers requested by officials according to the approved classification system. Provide access to information in terms of the Promotion of Access to information Act 2000. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place.

Post Ref No V2/142 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

Post Ref No V2/143 - Head Office, Mbombela

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

SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid driver's license.

Duties: Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management.

Post Ref No V2/144 - Nkangala District Office, KwaMhlanga

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

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

Duties: Co-ordinate and manage provisioning administration and internal stock control services for the Department in accordance with policy and delegations. Execute HR Performance Management.

Post Ref No V2/145 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

Duties: Co-ordinate and manage procurement administration services. Deal with the administration of warehouses and stores. Co-ordinate and manage internal stock control issues. Execute HR Performance Management.

Post Ref No V2/146 - Nkangala District Office, KwaMhlanga

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

SENIOR PROVISIONING ADMIN OFFICER: MOVABLE ASSETS

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Deal with Asset Acquisition Planning including the development and implementation of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop and implement an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Deal with the safeguarding and protection of assets. Identify surplus, obsolete and under performing assets, evaluate disposal alternatives and develop and implement a disposal plan. Deal with the valuation of assets, the depreciation of assets and maintenance assets plan. Monitor and control the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Execute HR performance management.

Post Ref No V2/147 - Head Office, Mbombela

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

SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)

Salary: R 331 188 p.a.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Knowledge of the Employee Health and Wellness Strategic Framework, legislation and operation related to Employee Assistance Programmes. Strong interpersonal skills, well developed written and verbal communication skills. Strong presentation and report writing skills. Good problem solving skills. Ability to work independently. Ability to perform needs analysis. Willingness to travel. Valid driver's license.

Duties: Implementation of the Wellness Management and Safety, Health Environment, Risk and Quality (SHERQ) measures within the EHW Strategic framework for public service. Implement Employee Assistance Programme policies and guidelines. Enhance employee's and workplace effectiveness through prevention, identification and resolution of personal and productivity programmes. Refer employees for diagnosis, treatment and rehabilitation. Market the programme and establish partnerships with internal and external stakeholders. Assist in development of pro-active programmes. Present needs-based programmes to Departmental employees. Develop measures for the safety of employees. Conduct trainings to SHE reps, Occupational Health and Safety Committees and employees about health and safety matters. Establish standards of safety. Conduct health safety assessments and make recommendations to managers. Ensure the enforcement of health and safety policies. Ensure implementation of health and safety committee resolutions. Submit health and safety reports to relevant authorities.

Post Ref No V2/148 - Head Office, Mbombela

Enquiries: Ms PD Mhlanga, Tel (013) 766 5555

SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Sound management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Co-ordinate and ensure the following pertaining to the enhancement of employee and workplace effectiveness in the district, through the prevention, identification and resolution of personal and productivity issues: •the psychological, emotional, social and spiritual counseling of employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement •the identification of individual employees' behavioral problems based on work performance •the referral of employees for diagnosis, treatment and rehabilitation •the monitoring of progress and medical reports and implementation of corrective action. Render expert advice to management on the impact of the application of policies, regulations and acts on employees with social problems. Execute HR performance management.

Post Ref No V2/149 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/150 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/151 - Bohlabela District Office, Bushbuckridge

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

SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 331 188 p.a.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: An appropriate National Diploma (NQF6) qualification as recognised by SAQA. Minimum of 3 years' relevant experience. Knowledge of the Employee Health and Wellness Strategic Framework, legislation and operation related to Employee Assistance Programmes.. Strong interpersonal skills, well developed written and verbal communication skills. Strong presentation and report writing skills. Good problem solving skills. Ability to work independently. Ability to perform needs analysis. Willingness to travel. Valid driver's license.

Duties: Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

Post Ref No V2/152 - Head Office, Mbombela

Enquiries: Ms PD Mhlanga, Tel (013) 766 5555

SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 331 188 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Co-ordinate and ensure the •provision of care and support to employees infected with and affected by HIV/AIDS •the prevention of stigmatization, victimisation and discrimination •the creation and promotion of a healthy and supportive working environment •the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.

Post Ref No V2/153 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/154 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/155 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/156 - Bohlabela District Office, Bushbuckridge

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

SENIOR TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) in Human Resource Development/ Management/ Public Management as recognised by SAQA or equivalent qualifications in the related field. Minimum of 3 years' relevant experience in a HR Development environment. Knowledge of SAQA and NQF as well as the Skills Development Act, 1998. Experience in training management, presenting training and developing programs will be an advantage. Good verbal and written communication skills. Excellent presentation skills. Valid driver's license. Willingness to travel extensively. Proven computer literacy.

Duties: Co-ordinate the training and development of employees in the district. Manage the analysis of training needs. Develop, facilitate and present courses. Manage the outcome of the determination of present and future competencies required. Guide, monitor and evaluate training. Advocate and advise on relevant bursaries. Manage the maintenance of training data and -database.

Post Ref No V2/157 - Gert Sibande District Office, Ermelo

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

STATE ACCOUNTANT: BOOKKEEPING

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and report on all bank reconciliation matters, including resolving of exceptions, cancellation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Execute HR performance management.

Post Ref No V2/165 - Head Office, Mbombela

Enquiries: Ms NM Mbiba, Tel (013) 766 5066

STATE ACCOUNTANT: BUDGET

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.

Post Ref No V2/166 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/167 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/168 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/169 - Bohlabela District Office, Bushbuckridge

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

STATE ACCOUNTANT: BUDGET

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication, writing and problem solving skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Sound interpersonal and networking skills. A valid driver's license will be an added advantage.

Duties: Deal with the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Execute HR performance management. Draw up and clear bank reconciliation exceptions daily. Update and balance the cashbook. Train cashiers. Reconcile all revenue transactions and accounts. Clear revenue suspense accounts. Liaise with Treasury on Revenue matters. Ensure that all revenue collected is paid over to the Provincial Revenue Fund. Confirm deposits on BAS. Approve receipts and deposits captured on the system. Reconcile the interfacing of revenue items between BAS and PERSAL. Monitor the clearing of bank reconciliation exceptions. Monitor the capturing of receipts on the system. Execute HR performance management.

Post Ref No V2/170 - Head Office, Mbombela

Enquiries: Ms MB Lesele, Tel (013) 766 5329

STATE ACCOUNTANT: DEPARTMENTAL DEBT

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years relevant experience Knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Credible Accounting experience. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Knowledge of SCOA will be an added advantage. A valid driver's license will be an added advantage.

Duties: Open and administer files for individual debtors. Investigate transactions in the debt account. Collect or arrange collection of debts from all departmental debtors. Deal with debt route forms. Identify and handle debts that are about to prescribe. Prepare submissions for debt write offs and possible black-listing. Communicate with departmental debtors. Deal with departmental transfer claims. Institute claim against pension benefits for debts owed to the Department after expulsions, resignations and retirements. Reconcile deductions from salaries or pension benefits with credits to the debt accounts. Maintain debts registers.

Post Ref No V2/171 - Head Office, Mbombela

Enquiries: Ms NM Mbiba, Tel (013) 766 5066

STATE ACCOUNTANT: GENERAL EXPENDITURE

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

Post Ref No V2/172 - Bohlabela District Office, Bushbuckridge

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

STATE ACCOUNTANT: GENERAL EXPENDITURE

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

Post Ref No V2/173 - Head Office, Mbombela

Enquiries: Ms P Gwebu, Tel (013) 766 5461

STATE ACCOUNTANT: SALARY ACCOUNTS

Salary: R 331 188 p.a.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of PERSAL, BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage district salary account matters, including the re-issue of payments on BAS, identification/recovery/writing off of salary- and other debts, control of salary- and salary debt accounts, as well as salary fraud. Execute HR performance management.

Post Ref No V2/174 - Bohlabela District Office, Bushbuckridge

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

STATE ACCOUNTANT: SALARY ACCOUNTS

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL, BAS, PFMA, Treasury Regulations as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures and the methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, report writing and problem solving skills. Sound interpersonal and management skills. Proven computer literacy. Sound knowledge and understanding of the Standard Chart of Accounts (SCOA) will be an advantage. A valid driver's license will be an added advantage.

Duties: Centrally co-ordinate and control all salary account matters. Analyse salary Accounts, process journals and general payments and claims. Clear PERSAL Interface exceptions on BAS and do the mapping of cheques on BAS. Deal with the identification/recovery/writing off of salary debts, the administration of debt route forms and salary- and salary debt accounts, as well as salary fraud. Re-calculate tax and issue manual IRP5's. Prepare and finalise the closure of salary files. Recall irregular PERSAL Electronic Fund Transfers (EFT). Prepare submissions and reports related to the work field. Execute HR performance management.

Post Ref No V2/175 - Head Office, Mbombela

Enquiries: Mr R Masango, Tel (013) 766 5450

STATE ACCOUNTANT: SYSTEM CONTROL

Salary: R 331 188 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

Duties: Manage and control the system aspects of BAS and the Entity Register, including capturing and maintenance of new segment details, parameters, rules, security profiles and entities. Monitor BAS network. Provide BAS training. Execute HR performance management.

Post Ref No V2/176 - Head Office, Mbombela

Enquiries: Ms NM Mbiba, Tel (013) 766 5066

ADMIN OFFICER: OFFICE ADMINISTRATION

Salary: R 269 214 p.a.

V2 ADVERT DEPARTMENTAL WEBSITE 20230305

Requirements: National Diploma (NQF6) as recognised by SAQA in Public Management/Accounting/Commerce or equivalent qualifications. Minimum of 2 years' relevant experience in an Office administration/Supply chain environment. Competencies: Good interpersonal, organisational, verbal and written communication skills. Ability to interpret directives. Proven computer literacy and user experience (Microsoft Office package). A valid driver's license will be an advantage.

Duties: Manage district accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for labour saving devices and diverse accounts. Execute HR performance management.

Post Ref No V2/177 - Nkangala District Office, KwaMhlanga

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

CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.

Duties: Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.

Post Ref No V2/178 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/179 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/180 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/181 - Bohlabela District Office, Bushbuckridge

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

CHIEF ADMIN CLERK: CIRCUIT OFFICE

Salary: R 269 214 p.a.

Requirements: Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.

Duties: Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.

Post Ref No V2/182 - Amsterdam Circuit Office, Amsterdam

Post Ref No V2/183 - Volksrust Circuit Office, Volksrust

Post Ref No V2/184 - Dipaliseng Circuit Office, Balfour

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

Post Ref No V2/185 - Emalahleni 3 Circuit Office, Emalahleni

Post Ref No V2/186 - Kwaggafontein West Circuit Office, Kwaggafontein

Post Ref No V2/187 - Steve Tshwete 3 Circuit Office, Middelburg

Post Ref No V2/188 - Siyabuswa 2 Circuit Office, Siyabuswa

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

CHIEF ADMIN CLERK: SUBSIDISED TRANSPORT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Working knowledge of the relevant policies and guidelines with regard to subsidised transport and proven ability i.r.o the administrative functions pertaining to subsidised transport. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

Duties: Determine subsidised transport requirements and supply. Exercise control in regard of the maintenance and expenditure related to the utilisation of subsidised owned vehicles. Manage, co-ordinate and monitor monthly inspections of log sheets and vehicles, and the follow up of irregularities. Co-ordinate the administration of insurance and maintenance matters. Assist with the compilation of reports and the maintenance of transport data bases as required.

Post Ref No V2/189 - Nkangala District Office, KwaMhlanga

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

CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid driver's license will be an added advantage.

Duties: Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management.

Post Ref No V2/190 - Head Office, Mbombela

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

CHIEF PROVISIONING ADMIN CLERK: DEMAND MANAGEMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound interpersonal relations. Excellent communication skills. Supervisory and training skills. Computer literacy. A valid driver's license will be an added advantage. Excellent report writing skills.

Duties: Conduct needs assessment. Determination of specifications. Check needs against available budget. Do a market analysis. Deal with all centralized aspects of Demand Management.

Post Ref No V2/191 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Valid driver's license. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

Duties: Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

Post Ref No V2/192 - Head Office, Mbombela

Enquiries: Mr DJ Mashaba, Tel (013) 766 5117

CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

Duties: Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

Post Ref No V2/193 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/194 - Bohlabela District Office, Bushbuckridge

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

CHIEF REGISTRY CLERK: PERSAL REGISTRY

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to execute physically strenuous work under pressure. Computer literacy.

Duties: Manage and render PERSAL registry services iro component-, personnel-, leave-, housing-, salary- and other related files in the district Office, in line with the prescribed policy, systems and practices. Execute HR performance management.

Post Ref No V2/195 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/196 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/197 - Bohlabela District Office, Bushbuckridge

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

COMMUNICATION OFFICER: MEDIA LIAISON & MONITORING

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Journalism/ Communications/Public Relations/Marketing or equivalent qualifications. Minimum of 2 years' relevant management experience. Competencies: Good interpersonal, organisational, verbal and written communication skills. Good understanding of Development Communications and computer literacy is essential. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver's license. Adequate knowledge of Communications, government policy, media liaison, and research.

Duties: To develop and maintain good relations with the media. Develop, monitor and maintain a media communication policy and a policy on releasing official information (integrated with departmental communication policy). Develop and maintain a media liaison and monitoring strategy. Co-ordinate departmental media liaison activities. Plan and co-ordinate press conferences. Manage and co-ordinate departmental talk shows. Render a news-clipping service. Function as a rapid response unit. Participate in relevant and related activities.

Post Ref No V2/198 - Head Office, Mbombela

Enquiries: Mr JI Zwane, Tel (013) 766 5514

JOB ANALYST: JOB DESIGN

Salary: R 269 214 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 2 years' experience in the Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Research, analyse and co-ordinate the sound implementation and management of the job evaluation system, and equitable job design. Maintain related records and management information, and deal with filing. Develop generic job descriptions for department.

Post Ref No V2/199 - Head Office, Mbombela

Enquiries: Mr Z Motha, Tel (013) 766 5510

JOB ANALYST: WORK STUDY AND JOB EVALUATION

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications related to the field. Minimum of 2 years' relevant experience in Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

Duties: Provide support in regard of job analysis, job description and job design. Develop pro forma job descriptions for occupational groups with similar work content. Provide work study support services.

Post Ref No V2/200 - Head Office, Mbombela

Enquiries: Mr Z Motha, Tel (013) 766 5510

PERSONAL ASSISTANT: BRANCH MANAGER'S OFFICE

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Public Management/Business Management or equivalent qualification related to the field. Minimum of 2 years' relevant 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.

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 V2/201 - Head Office, Mbombela – Office of the CFO

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

PRINCIPAL HR OFFICER: HR BENEFITS ADMINISTRATION

Salary: R 269 214 p.a.

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Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

Duties: Supervise all non-decentralised matters related to HR remuneration, including salaries and hourly remuneration, benefits, allowances and compensation. Supervise maintenance of detailed personnel records on files and on PERSAL. Train and supervise staff.

Post Ref No V2/202 - Head Office, Mbombela

Enquiries: Ms F Khoza, Tel (013) 766 5501

PRINCIPAL HR OFFICER: HR CAREER MATTERS

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.

Post Ref No V2/203 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/204 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/205 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/206 - Bohlabela District Office, Bushbuckridge

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

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Manage, co-ordinate and monitor the administration of all new employment matters including reinstatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

Post Ref No V2/207 - Nkangala District Office, KwaMhlanga

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

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Manage, co-ordinate and monitor the administration of all new employment matters including re-

instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

Post Ref No V2/208 - Ehlanzeni District Office, Kanyamazane

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

PRINCIPAL HR OFFICER: HR ESTABLISHMENT CONTROL

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: Monitor and co-ordinate the maintenance of the departmental establishment as well as the maintenance of the approved departmental organisational structure. Co-ordinate and monitor the maintenance of the approved institutional structure and the post establishment of institutions in line with the EMIS and PPM database. Oversee the implementation of the annual grading of all principal posts on PERSAL. Manage the provision of administrative support with the consolidation of information for provincial vacancy lists, advertisements and all other related HR establishment projects. Supervise the administration of all related non-decentralised matters. Execute HR performance management.

Post Ref No V2/209 - Head Office, Mbombela

Enquiries: Ms A Ueckermann, Tel (013) 766 5532

PRINCIPAL HR OFFICER: HR HOUSING & LEAVE

Salary: R 269 214 p.a.

Requirements: NNational Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.

Post Ref No V2/210 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/211 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/212 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/213 - Bohlabela District Office, Bushbuckridge

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

PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.

Post Ref No V2/214 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/215 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/216 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/217 - Bohlabela District Office, Bushbuckridge

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

PRINCIPAL HR OFFICER: HR PROVISIONING

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.

Duties: Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.

Post Ref No V2/218 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/219 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/220 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/221 - Bohlabela District Office, Bushbuckridge

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

PRINCIPAL HR OFFICER: HR RECRUITMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

Duties: This role is responsible to supervise the provisioning of human resources in line with strategic HR plans. Verify applications. Co-ordinate resignation matters. Ensure processing of data and maintaining of database. Process relocation of staff. Co-ordinate appointments.

Post Ref No V2/222 - Head Office, Mbombela

Enquiries: Mr G Mathebula, Tel (013) 766 5378

PRINCIPAL HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Monitor audits on establishment related matters. Manage the monitoring of PERSAL utilities to ensure that they are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum

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Information Requirements (NMIR). Supervise the orientation of users and the provision of user support. Monitor the providing of PERSAL information. Maintain district HR database control. Co-ordinate the implementation of all district HR Projects. Manage the capturing of statistical data on HR related matters. Supervise staff. Deal with all related enquiries.

Post Ref No V2/223 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/224 - Bohlabela District Office, Bushbuckridge

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

PROVISIONING ADMIN OFFICER: ASSET CONTROL

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

Post Ref No V2/225 - Gert Sibande District Office, Ermelo

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

Post Ref No V2/226 - Nkangala District Office, KwaMhlanga

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

Post Ref No V2/227 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/228 - Bohlabela District Office, Bushbuckridge

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

SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.

Post Ref No V2/229 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/230 - Bohlabela District Office, Bushbuckridge

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

SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

Salary: R 269 214 p.a.

Requirements: An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

Duties: Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

Post Ref No V2/232 - Ehlanzeni District Office, Kanyamazane

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

Post Ref No V2/233 - Bohlabela District Office, Bushbuckridge

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

TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT

Salary: R 269 214 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 2 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

Duties: Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

Post Ref No V2/235 - Bohlabela District Office, Bushbuckridge

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

APPOINTMENT SECRETARY: OFFICE OF THE HOD

Salary: R 393 711 p.a.

Requirements: National Diploma (NQF6) as recognised by SAQA or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of general administration procedures, methods and principles. Proven proficiency in regard of MS Word, Power Point and Excel. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Valid driver's license. Willingness to travel and work flexible hours. Candidates may be expected to participate in typing- and computer literacy tests as part of the selection process, and be subjected to a security clearance.

Duties: Provide administrative and logistical support to the Head of Department. 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 and memos as required by the Head of Department, ordering equipment and stationery, managing a secure flow of parliamentary questions and cabinet memoranda, and arranging travel and accommodation for the Head of Department whenever required. Ensure that the procurement of goods and services is in line with the transversal contracts. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Provide support with project management, co-ordination and monitoring. Deal with queries on different aspects of the work of the Head of Department's office. Understand applicable

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prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Head of Department. Show initiative and close attention to detail.

Post Ref No V2/128 - Head Office, Mbombela

Enquiries: Ms LH Moyane, Tel (013) 766 5111

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,
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 23 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 23 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.

