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

APPOINTMENT SECRETARY: MEC SUPPORT OFFICE
Salary: An all-inclusive remuneration package of R378 456 p.a. The package can be accrued to an individual’s personal needs. Appointment will be subject to security clearance.

Requirements: Grade 12 or equivalent qualification. Proven proficiency in English and at least one other language. Proven experience in management and leadership. Ability to plan, organize and take initiative. Good computer skills and the ability to liaise at a high level. Well-organized, methodical and with the ability to work under pressure. Computer literacy. Valid driver’s licence.

Duties: Provide administrative and logistical support to the Member of the Executive Council (MEC) for Education. Ensure the smooth running of the MEC’s office. Keep minutes of MEC meetings and deal with telephone calls. Provide administrative and logistical support to the MEC’s office. Support in the management of the budget. Manage the day to day running of the MEC’s office. Provide general office support, including creating and maintaining office records, drafting and editing documents, creating and maintaining office forms, and handling office queries. Be able to manage a secure flow of parliamentary information. Provide support in conducting and attending meetings and accommodation on the MEC’s behalf. Interpret and convey messages to the MEC. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Enquiries: Ms NC Mdhluli, Tel: 013 766 5308

Application: For attention: Mr GR Lubbe, Tel: 013 766 5353/Ms MN Lekgau, Tel: 013 766 5306.

NOTE: NB!! If you are currently in employment, you will not be considered. NB! Applicants must ensure that a PERSAL NUMBER AT THE TOP OF THE FORM 283.

DEPUTY DIRECTOR: BOOKKEEPING
Salary: An all-inclusive remuneration package of R378 456 p.a. The package can be accrued to an individual’s personal needs. Appointment will be subject to security clearance.

Requirements: An appropriate 3-year degree qualification, or grade 12 plus additional experience. Proven experience in management and leadership. Knowledge of BAS, the PFMA, Treasury regulations, Internal Revenue and bookkeeping field. In-depth knowledge pertaining to the TPA, IFRS and the different components of the heading account. Good planning and reporting skills. Well-developed skills in financial management and accounting and understanding of financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well-developed computer as well as verbal and written communication skills.

Duties: Manage, coordinate, monitor and report on all financial matters including general bookkeeping, budget controls and controls required for the efficient and effective running of the Department, and all financial reconciliation matters, including resolving disputes, claims, demands, cheques and EFT’s, maintenance and control of relevant accounts/suspense accounts, sundry creditors, debtors and maintaining the maintenance of the following accounts: general ledger, cash book, petty cash book, bank reconciliation (journals), Exchequer Grant Account, School Management Account, School Management Reserve Account, School Management Reserve, Project Fund Account, School Reserve Account, School Finance Account, Bank Account, Announced Cheque Account, Bank Account, School Reserve Account, Petty Cash Account, School Reserve, School Reserve Account, Provincial Government and the Departmental cash flow. Control and coordinate the preparation and presentation of non-decentralized reports and computerized reports. Ensure that no project managers on related issues.

Enquiries: Mr GR Lubbe, Tel: 013 766 5308

PHYSIO THERAPIST: SOCIAL SUPPORT

Requirements: A BSc degree in Physiotherapy and 4 years’ experience. Registration with the Health Professions Council of South Africa as a Physiotherapist. Knowledge of Education with reference to recommendations for learners who require additional support. In-depth knowledge of working with learners with disabilities will be an added advantage. Computer literacy. A valid driver’s licence.

Duties: Provide practical assistance to learners experiencing barriers to learning and development. Contributing to the Department’s work on the implementation of the Screening and Assessment Policy Guideline and curricular policy guidelines in respect of learners that require support and working with learners experiencing barriers to learning and development. Contribute to the identification, assessment and support of learners experiencing social and emotional and physical barriers to learning and development. Contribute to the provision of continued professional development to specialists in effectively implementing the screening and assessment policy guidelines and inclusion policies, curriculum and assessment. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Enquiries: Ms PN Mabtha, Tel: 013 766 5353/Ms MN Lekgau, Tel: 013 766 5306.

DUTIES AND RESPONSIBILITIES: CLINICAL NURSE PRACTITIONER
Salary: R115 936 p.a.

Requirements: A diploma in Professional Nursing and Midwifery and 5 years’ experience as a professional nurse in the field of Clinical Nursing. Proven proficiency in MS Word. Proven experience in planning, implementing, monitoring and evaluating programs required. Proven experience in Administrative and organizational skills. Good understanding of funding requirements (both verbal and written). Proven experience in managing a secure flow of parliamentary information for learners. Render day-to-day nursing care services. Promote quality of nursing care directed by the professional scope of practice and standards, as determined by health facilities. Provide supportive services to learners, parents and their families and the community. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Enquiries: Enquiries: Ms NC Mdhluli, Tel: 013 766 5308

APPLICATIONS: Enquiries: Mr GR Lubbe, Tel: 013 766 5353/Ms MN Lekgau, Tel: 013 766 5306.

NOTE: NB!! If you are currently in employment, you will not be considered. NB! Applicants must ensure that a PERSAL NUMBER AT THE TOP OF THE FORM 283.

Applications should be mailed to: The Head of Department, Department of Education, Post Bag 1, Nelspruit, 1200. For attention: Mr G Mathebula, HR Manager, Department of Education, The Riverside Government Complex.

SOcial Worker: Social Support
Salary: R130 467 p.a.

Requirements: A recognized Bachelor’s degree in Social Work and 4 years’ experience. Registration with SACE. Knowledge of the NCS and adjunct policies e.g. admission regulations, funding guidelines for curriculum and adaptation interventions. Knowledge in Screening, Identification Assessment and Support (SIAS). Knowledge in basic computer literacy. Computer literacy. A valid driver’s licence.

Duties: • Serve in a consultative, mentoring and supportive capacity with regard to specific learners who need support. • Assist and train teachers on the identification, assessment and support of learners experiencing barriers to learning in their classrooms. Provide individual and/or group interventions. • Ensure that school departments have the necessary guidelines to improve the implementation of these guidelines. • Review existing policies, procedures, guidelines and practices in order to evaluate the implementation of these guidelines and procedures and the application of all stakeholders, including the learner, teacher, and school management support team and any outside support services to at least 20 neighbouring SEN Institutions regularly.

Enquiries: Ms PN Mabtha, Tel: 013 766 5353/Ms MN Lekgau, Tel: 013 766 5306.

Closing Date: Applications for the receipt of all applications are 16:00 on Tuesday 13 July 2010. Applications and Supporting Documents should be submitted to the Department's Division: HR, Province of Mpumalanga, 1200. For attention: Mr G Mathebula, HR Manager, Department of Education, The Riverside Government Complex.

NOTE: The filling of posts will be done in terms of the Department’s approved Employment Equity Plan.

NB! Applicants must ensure that a PERSAL NUMBER AT THE TOP OF THE FORM 283.

NB! If you are currently in employment, you will not be considered. NB! Appointments may only be made after the necessary background checks have been made and/or unsatisfactory background checks have been made.

NB! Applicants must ensure that a PERSAL NUMBER AT THE TOP OF THE FORM 283.

NB! If you are currently in employment, you will not be considered. NB! Applications must be submitted to the Department’s Division: HR, Province ofMpumalanga, 1200. For attention: Mr G Mathebula, HR Manager, Department of Education, The Riverside Government Complex.

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