



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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 5438.

Salary: An all-inclusive remuneration package of R378 456 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

Requirements: Grade 12 or equivalent certificate with Typing as fully passed subject plus extensive secretarial experience, preferably at executive level. A postmatric Secretarial Diploma may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Proven proficiency in MS Word, PowerPoint 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 licence. Willingness to travel and work flexible hours. Candidates may be expected to participate in a typing test as part of the selection process and be subjected to a security clearance.

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 the MEC's diary and deal with phone calls. Provide administrative and logistical support to the MEC. 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, managing a secure flow of parliamentary questions and cabinet memoranda, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery and arranging travel arrangements 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 MEC's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the MEC. Show initiative and close attention to detail.

Post Ref. No E1/002 - Head Office, Nelspruit

Enquiries: Ms NC Mdhuli, Tel: 013 766 5555.

DEPUTY DIRECTOR: BOOKKEEPING

Salary: An all-inclusive remuneration package of R378 456 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

Requirements: An appropriate 3-year degree/qualification, or grade 12 plus extensive credible experience. Extensive 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). Planning and organising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding 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 review all policies, delegations, systems and controls required for the efficient and accountable administration of all bank reconciliation matters, including resolving of exceptions, cancellation and reissuing of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonoured Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters with regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.

Post Ref. No E1/003 - Head Office, Nelspruit. This is a readvertisement of Post Ref. No: D2/008 previously advertised in the City Press of 9 August 2009. Interested applicants should reapply.

Enquiries: Mr GR Lubbe, Tel: 013 766

CLINICAL NURSE PRACTITIONER GRADE 1: INCLUSIVE EDUCATION (SOCIAL SUPPORT)

Salary: R195 936 p.a.

Requirements: A diploma/degree in nursing or equivalent qualification as well as a postbasic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Four years' appropriate experience. Knowledge of Education White Paper 6 on Inclusive Education. APHC qualification will serve as an added advantage. Computer literacy. A valid driver's licence (Code 08).

Duties: Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day-to-day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, facilitate and advocate proper support. Promote a wide range of medical care for short, medium and long-term medical needs of learners. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Post Ref. No E1/005 - Basizeni Special School (SMH), Embalenhle. This is a readvertisement of Post Ref. No: D4/014 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/006 - Pelonolo Special School (SMH), Skilpadfontein. This is a readvertisement of Post Ref. No: D4/017 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/007 - Masinakane Special School (SMH), Mibibane. This is a readvertisement of Post Ref. No: D4/016 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/008 - Wolvenkop Special School (SMH), Bronkhorstspuit. This is a readvertisement of Post Ref. No: D4/015 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Enquiries: Ms PN Mbatha, Tel: 013 766 5353/Ms MN Leggau, Tel: 013 766 5306.

EDUCATION SPECIALIST (LEARNING SUPPORT): INCLUSIVE EDUCATION (SOCIAL SUPPORT)

Salary: R177 771 p.a.

Requirements: A recognized B-degree in Special Needs Education. Five years' appropriate experience. Registration with SACE. In-depth knowledge of Education White Paper 6 on Inclusive Education, diverse barriers to learning and development and the National Curriculum Statement with reference to curriculum adaptation interventions. Knowledge in Screening Identification Assessment and Support (SIAS). Knowledge in basic counselling will serve as a commendation. Computer literacy. A valid driver's licence.

Duties: • Serve in a consultative, mentoring and supportive capacity with teachers in special schools and full service schools. • Assist and train teachers on an ongoing basis by addressing barriers to learning in their classrooms. Provide individual learner support through designing guidelines for curriculum differentiation, adaptations to learning programmes, advising on alternative methodologies after having conducted classroom observation. • Monitor and evaluate the implementation of these programmes, write reports and consult with all stakeholders, including the learner, principal, parents/caregivers, institution-level support teams and any outside support agencies. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Post Ref. No E1/009 - Basizeni Special School (SMH), Embalenhle. This is a readvertisement of Post Ref. No: D4/020 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Enquiries: Ms PN Mbatha, Tel 013 766 5353 / Ms MN Leggau, Tel 013 766 5306

PHYSIOTHERAPIST: SOCIAL SUPPORT

Salary: R130 425 p.a.

Requirements: A BSc degree in Physiotherapy. Five years' appropriate experience. Registration with the Health Professions Council of South Africa as a Physiotherapist. Knowledge of Education White Paper 6 on Inclusive Education and learners who require additional support. In-depth knowledge of working with children with disabilities will be an added advantage. Computer literacy. A valid driver's licence.

Duties: Observe and assess learners. Develop and evaluate treatment programmes. Maintain records of learners who require rehabilitation programmes. Put learners in rehabilitation programmes for a short, medium or long-term. Provide guidance and support to school-based professionals and the institutional level support teams. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Post Ref. No E1/010 - Gert Sibande Regional Office, Ermelo. This is a readvertisement of Post Ref. No: D4/028 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/011 - Nkangala Regional Office, KwaMhlanga. This is a readvertisement of Post Ref. No: D4/029 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/012 - Ehlanzeni Regional Office, Kanyamazane. This is a readvertisement of Post Ref. No: D4/030 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/013 - Bushbuckridge Regional Office, Bushbuckridge. This is a readvertisement of Post Ref. No: D4/031 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Enquiries: Ms PN Mbatha, Tel: 013 766 5353/Ms MN Leggau, Tel: 013 766 5306.

ORIENTATION AND MOBILITY INSTRUCTOR: SOCIAL SUPPORT

Salary: R73 584 p.a.

Requirements: A relevant degree or equivalent qualification, training on orientation and mobility instruction or relevant training or qualification. Registration with SACE. Optimal knowledge of Screening, Identification, Assessment and Support (SIAS). Knowledge and experience of rehabilitation programmes. Computer literacy. Valid driver's licence. Basic counselling skills will serve as an added advantage.

Duties: • Render physical and specialized support and assistance to disabled/physically impaired children, including practical assistance with regard to all feeding, learning and labour activities. • Render practical assistance with regard to actual day-to-day needs. Develop INSET programmes for officials and educators. Facilitate the transformation of mainstream schools and the establishment of an access system for the disabled learner. Provide support to all learners experiencing barriers to learning and development in all bands of education.

Post Ref. No E1/014 - Ehlanzeni Regional Office, Kanyamazane. This is a readvertisement of Post Ref. No: D4/043 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Enquiries: Ms PN Mbatha, Tel: 013 766 5353/Ms MN Leggau, Tel: 013 766 5306.

SOCIAL WORKER: SOCIAL SUPPORT

Salary: R130 467 p.a.

Requirements: A recognized Bachelor's degree in Social Work. Five years' appropriate experience. Registration with the South African Council for Social Service Professions. In-depth knowledge of psychosocial interventions, Education White Paper 6 on Inclusive Education as well as diverse barriers to learning and development. Computer literacy. A valid driver's licence.

Duties: • Function as an integral member of the professional multidisciplinary team dealing with learners with behaviour problems • Develop and present rehabilitation programmes for learners • Coordinate group and individual therapy • Compile reports and render administrative functions in relation to duties as required • Render counselling services with individuals, families and communities • Must be committed to social justice and human rights. • Implement and manage effective social, counselling and

behavioural support programmes, within the Inclusive Education framework, for learners experiencing barriers to learning and development in all bands of education. • Implementation of the screening, identification, assessment and support policy guidelines in respect of learners that are vulnerable and experiencing social and behavioural barriers of learning and development. Participation in regional-based support teams with regard to identification, assessment and support of learners experiencing social and emotional/behavioural barriers to learning and development. • Contribute to the collaborative efforts of educators and other specialists in effectively implementing the NCS and adjunct policies e.g. admission and inclusion policies, curriculum and assessment adaptations for learners experiencing social and behavioural barriers to learning and development. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

Post Ref. No E1/015 - Gert Sibande Regional Office, Ermelo. This is a readvertisement of Post Ref. No: D4/032 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/016 - Nkangala Regional Office, KwaMhlanga. This is a readvertisement of Post Ref. No: D4/033 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/017 - Ehlanzeni Regional Office, Kanyamazane. This is a readvertisement of Post Ref. No: D4/034 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Post Ref. No E1/018 - Bushbuckridge Regional Office, Bushbuckridge. This is a readvertisement of Post Ref. No: D4/035 previously advertised in the City Press of 6 December 2009. Interested applicants should reapply.

Enquiries: Ms PN Mbatha, Tel: 013 766 5353/Ms MN Leggau, Tel: 013 766 5306.

APPLICATIONS:

Applications should be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid driver's licence where required. **Failure to attach the requested documents will result in your application not being considered.** 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 AND SIGN FORM Z83, 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, Department of Education, Private Bag X 11341, Nelspruit 1200. For attention: Mr G Mathebula, HR Provisioning.

Applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

NOTE:

• The filling of posts will be done in terms of the Department's approved Employment Equity Plan.
• Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.
• The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

CLOSING DATE:

The closing date for the receipt of all applications is 16:00 on Tuesday 13 July 2010. No applications received by the Division: 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.