



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

EXAM SECURITY AND RISK MANAGER: EXAM SECURITY AND RISK MANAGEMENT

Salary: R 334 545 p.a.

Requirements: An appropriate, recognised three-year Bachelor's degree or equivalent qualification or Grade 12 with sufficient relevant experience. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Computer literacy. Valid driver's license. In depth knowledge of examination related matters will be a strong recommendation. Appointment will be subject to the completion of a vetting / screening process.

Duties: Develop and implement an exams risk management plan. Determine security arrangements in the marking centres as well as in the transport of question papers and scripts. Liaise with departmental Security Manager, Department of Safety and Security, the Systems Controller / Administrator and the irregularities component to ensure safety of question papers to avoid crises situations. Assist in disciplinary hearings on exams irregularities and advise on safety measures to be implemented. Assist in the screening and vetting of employees before/during employment. Ensure safety of documentation, files, equipment and materials. Assess and advise on the effectiveness of security systems, procedures and measures in place.

Post Ref No K13/188 - Head Office, Nelspruit

Enquiries: Mr CS Manyabeane, Tel (013) 766 0006 / 766 0007

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, originally certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid driver's license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** 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. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 23 November 2017 at 16h00.

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.**

***The principle of Recognition of Prior Learning may be considered in respect of servicing Public Servants.**

*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 November 2017**. 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