



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE PLANNING

Salary: An all-inclusive remuneration package of R 861 486 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Provide and manage education specific inputs towards the physical resources planning framework. Manage the education specific planning inputs for infrastructure planning and commissioning. Review utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Manage school furniture and equipment plans, procurement and commissioning. Manage people.

Post Ref No M6/101 - Head Office, Nelspruit

Enquiries: Ms N Maribe, Tel (013) 766 5274

ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING

Salary: R 679 338 p.a.

Requirements: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research

Post Ref No M6/102 - Head Office, Nelspruit

Enquiries: Ms N Maribe, Tel (013) 766 5274

DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE MANAGEMENT

Salary: R 482 706 p.a.

- Requirements:** An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Time management and financial management skills. Experience in the field of education resource planning, financial planning and resource management will be a recommendation. A valid driver's license and computer literacy is a prerequisite. Registration with SACE
- Duties:** Ensure integrated education resource planning and resource management within the MTEF. Develop and implement plans for the strategic provisioning of physical resources and the registration of institutions. Implement strategic financial planning.
- Post Ref No M6/103 - Gert Sibande District Office, Ermelo**
- Enquiries:** Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097
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DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

Salary: R 482 706 p.a.

- Requirements:** An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE
- Duties:** Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

Post Ref No M6/104 - Tweefontein South Circuit Office, KwaMhlanga

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

Post Ref No M6/105 - Agincourt Circuit Office, Agincourt Trust, MP Stream

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

**DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT
CENTRE MANAGEMENT**

Salary: R 482 706 p.a.

- Requirements:** An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE
- Duties:** Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a data-base of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education
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community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

Post Ref No M6/106 - Mkhuhlu Education Development Centre, Mkhuhlu

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

EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT

Salary: R 300 828 p.a.

Requirements: An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

Duties: Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

Post Ref No M6/107 - Osizweni Special School (SID), Leslie

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post Ref No M6/108 - Masinakane Special School (SID), Mbitane

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

SENIOR EDUCATION SPECIALIST: HUMAN AND SOCIAL STUDIES

Salary: R 391 677 p.a.

Requirements: An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE

Duties: Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters.

Post Ref No M6/109 - PDC, Secunda (SES - Human and Social Studies: Geography). This is a re-advertisement of Ref No. K11/105 previously advertised on DPSA website of 25 August 2017.

Interested applicants should re-apply.

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL

Salary: R 242 475 p.a.

Requirements: An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

Post Ref No M6/111 - Izimbali Combined Boarding School, Amsterdam

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

Post Ref No M6/112 - Ezakheni Combined Boarding School, Driefontein

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL

Salary: R 196 407p.a.

Requirements: Grade 12 certificate. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.

Duties: Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

Post Ref No M6/113 - Shongwe Boarding School, Shongwe Mission

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

NUTRITION MONITOR: NUTRITION PROGRAMMES

Salary: R 242 475 p.a.

Requirements: An appropriate 3-year degree/qualification or Grade 12. Appropriate experience may be an advantage. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. Candidates may be expected to participate in a typing test as part of the selection process.

Duties: Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.

Post Ref No M6/114 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

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

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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 22 November 2018

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 22 November 2018**. 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.