

MPUMALANGA
DEPARTMENT OF
EDUCATION



MARCH 2024
OPEN VACANCY LIST

SUPPORT STAFF POSTS.
IN SCHOOLS

OPEN VACANCY LIST – MARCH 2024 SUPPORT STAFF POSTS IN SCHOOLS

1. IMPORTANT NOTICE

The March 2024 Open Vacancy List serves to -

- advertise vacant support staff posts at schools.

The Vacancy List is compiled per District, and is alphabetically sorted according to Circuits and Schools. The contact number of the school or the circuit office to which the school is currently attached has been provided in all cases for purposes of enquiries.

The non-educators support staff posts in this Vacancy List are advertised in terms of Public Service (Act 103 of 1994)

This Vacancy List as well as all related documents can also be accessed on the Departmental website at www.mpumalanga.gov.za/education/, selecting the Vacancies icon.

2. DATE OF COMMENCEMENT OF DUTY

The District Directors or the delegated officials will consider the recommendations of the legally constituted governing bodies regarding these posts. If the District Director or delegated official approves a recommendation, the relevant District HR Component will issue a formal offer letter of appointment. **No candidate may assume duty in an advertised post until such time that he/she receives a formal approval of appointment and confirmation of qualifications and criminal records have been concluded and are satisfactorily.**

If the candidate accepts the offered post, Form EDU 4 (Notice of Assumption of Duty) should be completed and submitted to the relevant District HR Component as soon as he/she formally assumes the duties of the advertised post in question. On receipt of the Form EDU 4, the relevant District HR Component will implement the necessary pay point - and/or salary adjustments as well as issue a final detailed letter of appointment.

3. CLOSING DATE FOR APPLICATIONS

The closing time and date for the physical receipt of applications at the District Offices is **15h00 on Thursday 25 April 2024**. No applications received by the relevant District HR Components after the closing date and time will be considered.

The Department takes no responsibility for applications that are lost, or that are received after the closing date and time even if said applications were sent through Post Office speed services or a courier service. Incomplete applications, applications with wrong or incomplete post numbers and applications which are sent to wrong addresses and/or which reach their destination after the deadline, will not be considered.

4. PROCEDURE WHEN APPLYING

Separate application forms should be submitted for **every** vacancy per the appropriate application form i.e.:

- **Form New Z83 obtainable from any Public Service Department Support Staff**, of which an example is attached, should be utilised to apply for any advertised **non educators support staff** posts. All applicants are required to utilise the new version of the Form Z83.
- Employees who are recommended for appointment to the post must submit Certificate in terms of Section 44 of the Criminal Law (Sexual Offenders Related Matters) Amendment Act no 32 of 2007 (**NRSO Certificate**).

RSA Identity Document and Drivers Licence (if a Drivers Licence is compulsory in terms of the advertised post requirements) - certified within the past 3 months - should be attached in all cases. Please note that a passport or driver's license will not be accepted in lieu of an Identity Document.

It is in the applicant's own interest to include an updated Curriculum Vita as well as certified copies of testimonials and other supporting documents to each application form. Original documents will not be returned.

The complete post number of the vacancy for which an application is made as well as the applicant's PERSAL number (if already employed by Government) must be indicated on the application form. The envelope is to be marked "**APPLICATION FOR ADVERTISED POST – March 2024 Vacancy List**".

Applicants must ensure that all the information provided on the Application Form is correct, especially the Post Reference Number of the advertised post in question.

The Department does not accept responsibility for post reference numbers which have been omitted or filled in incorrectly on the application form, and such applications will not be considered.

Applications should be addressed to the relevant district office to which the school in question is attached, as indicated at the top of every page of the Vacancy List.

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE GERT SIBANDE DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Gert Sibande District
Attention: HR Provisioning
Private Bag x 9029
Ermelo
2350

FOR DELIVERY BY COURIER

Section: HR Provisioning,
De Jager Street 2,
Ermelo.

(A container for hand-delivered applications will
be placed with the HR Registry, but will be
removed on **Thursday 25 April 2024**)

ENQUIRIES

Mr. Xolani Hlatshwayo
☎ (017) 801 5226

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE NKANGALA DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Nkangala District
Attention: HR Provisioning
Private Bag x 4021
KwaMhlanga
1022

FOR DELIVERY BY COURIER

Section: HR Provisioning,
KwaMhlanga Government Complex,
Building No 5, Ground Floor.

(A container for hand-delivered applications will
be placed at the Ex-Technikon Building 9,
KwaMhlanga, but will be removed on **Thursday
25 April 2024**)

ENQUIRIES

Ms Thabilsile
Mofokeng
☎ (013) 947 1775

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE EHLANZENI DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Ehlanzeni District
Attention: HR Provisioning
Private Bag x 1014
Kanyamazane
1214

FOR DELIVERY BY COURIER

Section: HR Provisioning,
(Former Mgwenya College Buildings),
Kanyamazane.

(A container for hand-delivered applications will
be placed with the HR Registry, but will be
removed on **Thursday 25 April 2024**)

ENQUIRIES

Ms Thandi Chiloane
☎ (013) 766 0493

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE BOHLABELA DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Bohlabela District
Attention: HR Provisioning
Private Bag x 1024
Hazyview
1242

FOR DELIVERY BY COURIER

Section: HR Provisioning,
(Former Mapulaneng College Buildings),
Bushbuckridge.

(A container for hand-delivered applications will
be placed with the HR Registry, but will be
removed on **Thursday 25 April 2024**)

ENQUIRIES

Ms Thuli Shakwane
☎ (013) 766 7892

NB! Applications that are sent by fax will under no circumstances be considered

5. ADVERTISED NON –EDUCATOR SUPPORT STAFF POSTS- APPOINTMENT REQUIREMENTS AND SALARY

5.1 General Appointment Requirements (Non- educator support staff posts)

An applicant can only be appointed to a vacant posts created in terms of the Public Service Act, 1994 (Act 103 of 1994): advertised in This Vacancy List, if he/she is either a South African citizen or has been granted permanent residency, holds the required qualification Meets the health requirements of the post and is of sound character. Applicants who were previously employed by Government and Who took the Voluntary Severance Package (VSP) will not be considered for appointment. Medically boarded applicants must first be Declared medically fit before they can apply for employment. Please note that applicants who have already reached the compulsory Retirement age of 65, will not be considered. The Department reserves the right to verify the qualifications of recommended Candidates prior to the issuing of an offer of appointment. Foreign qualifications are subjects to evaluation by the national Department of Education in Pretoria

5.2 Job Specific Requirements and Duties as well as Entry Salary (Non-educator support posts)

As a result of space constraints, the job specific requirements and range of possible duties applicable to the various post designations Count not be repeated under every post designation in the attached Vacancy List. All prospective applicants and other role-players Are therefore referred to the job specific requirements and range of possible duties as set below

ADMIN CLERK

Requirements:	Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy.
Duties	Render financial administration support services, including the collection of funds, banking, managing the financial books etc. Render logistical administration support services, including the control of assets, the administration of stores and the control of stock e.g. cleaning materials. Render HR administration support services, including payroll verification, and dealing with enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries.
Entry Salary	R 202233 p.a (SR05)

CLEANER

Requirements:	A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
Duties	Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock.
Entry Salary	R 125373 p.a (SR02)

GENERAL WORKER

Requirements:	A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: A. Competencies related to cleaning duties: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. B. Competencies related to ground maintenance duties: Basic knowledge of garden maintenance techniques, equipment and the application thereof. Ability to perform basic gardening duties with related garden maintenance equipment according to specified gardening techniques to ensure acceptable growth and neat appearance of gardens. Basic maintenance and repair skills. C. Generally applicable competencies: The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
Duties	A. Duties related to cleaning: Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock. B. Duties related to grounds maintenance: Maintain buildings,

	facilities, drainage systems and other institutional structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrain. Assist with cleaning/ household duties.
Entry Salary	R125373 p.a (SR02)

GROUNDSMAN

Requirements:	A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. A qualification in gardening/ plumbing/ carpentry/ electricity may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of garden maintenance techniques, equipment and the application thereof. Basic maintenance and repair skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
Duties	Maintain buildings, facilities, drainage systems and other institutional structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrain. Assist with cleaning/ household duties.
Entry Salary	R 125373 p.a (SR02)

HOUSEKEEPING SUPERVISOR

Requirements:	Grade 12 certificate. Valid driver's license may be required. Computer literacy may serve as a recommendation. Competencies: Advanced cooking and housekeeping skills. Basic First Aid knowledge. Sound financial administration skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Self-motivated with a strong sense of responsibility. High level of neatness and punctuality. Innovative thinking and problem solving skills. Good planning and organising skills. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Sound interpersonal relations. Ability to work in a team. Basic supervisory skills.
Duties	Plan and oversee the preparation and serving of meals. Cook meals utilising recipes and menus. Ensure that the hygiene of the hostel, kitchen facilities etc. is of an outstanding standard. Ensure that boarders receive the correct food portions, both in terms of size and nutritional value. Keep records accurately and do stock control. Plan and delegate duties and supervise the performance of hostel assistant staff. Train and develop hostel assistant staff. Assist with hostel and school functions. Provide guidance to students. Assist with general control in respect of the discipline and morale in the hostel. Assist with the personal development and support of students. Render First Aid assistance to sick or injured students.
Entry Salary	R 171537 p.a (SR04)

FOOD SERVICES AID

Requirements:	A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of food preparation, the serving of food and the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
Duties	Peel vegetables. Assist with the preparation of food and beverages. Lay and clear tables. Serve food and beverages. Render dish washing duties. Clean kitchen and dining room surfaces, furniture and appliances as well as hostel facilities as required.
Entry Salary	R125373 p.a (SR02)

LAUNDRY AID

Requirements:	A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of the functionality, capabilities and limitations of relevant laundering equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
Duties	Render laundering duties in regard of clothes, linen and other textiles, including the receipt of dirty laundry, the washing, drying, ironing and sorting thereof, as well as the handing out of clothes. Apply effective control in regard of the receipt and handing out of clothes. Clean the laundry facility both inside and outside.
Entry Salary	R125373 p.a SR02)

GENERAL FOREMAN

Requirements:	Grade 12 certificate. Valid driver's license. A Valid Code 14 (EC) driver's license may be required. Competencies: Sound knowledge of gardening. Basic knowledge of electricity, plumbing, carpentry and welding. Basic maintenance and repair skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to perform accurately and methodically under pressure. Basic supervisory skills. Sound leadership qualities
Duties	Ensure that all equipment and facilities e.g. buildings, grounds, gardens, drainage systems, water- and power installations as well as vehicles are fully maintained, repaired and kept tidy. Do minor repairs to facilities, vehicles and equipment. Attend to complaints from users of facilities. Supervise general support staff. Train and develop general support staff. Render transport duties e.g. transport learners to church, sports and cultural activities. Execute administrative tasks related to the above
Entry Salary	R171537 p.a (SR04)

CHILD CARE ASSISTANT

Requirements:	Grade 12 certificate. The ability to guide and practically assist children in hostels with maturity, patience and sensitivity. Must be able to work shifts.
Duties	Supervise learners in the classroom and in hostels and provide educator/learner support. Render physical support and assistance to children residing in hostels, including practical assistance with regard to meals, learning and leisure activities. Render practical assistance with the general needs of hostel learners. Assist with the safe keeping of learner's medication. Special Schools: Render physical assistance and support with bathing, eating, dressing, brushing teeth and all other activities for learners with severe intellectual disabilities who reside in hostels. Assist with activities of daily living (such as bathroom activities). Ensure constant supervision to prevent injuries to learners including after hour check-ups. Assist learners with accessing therapeutic and medical treatment offered at the school. Support learners in the usage of supportive devices, e.g. wheelchairs, hearing aids, etc.
Entry Salary	R 147036 p.a (SR03)

8. MINUTES OF PROCEEDINGS – ALL ADVERTISED POSTS

The minutes of the selection and interviewing process serves as a record of such proceedings as well as the reference documents in case of any grievances. The Head of Department or the delegated official needs to ascertain that all selection and interviewing processes were conducted fairly and in accordance with the negotiated terms of reference, before granting approval. Minutes of the selection and interviewing process should contain the following:

- Particulars of advertised post
- Composition of selection committee (names and capacity)
- Confirmation of legality of Governing Body
- Schedule of all applicants
- Minutes of short-listing meeting, which should include the post profile, the final shortlist, as well as the reasons why applicants were eliminated from the shortlist (e.g. do not meet the requirements in terms of qualification/experience, or do not compare with the short listed candidates in terms of qualifications/experience, etc.)
- Date and venue of interviews
- Discussion of interviewed candidates who are recommended to be potential candidates, in preferential order with due motivation
- Discussion of interviewed applicants who are eliminated with due motivation
- Final recommendations of Governing Body in order of preference
- Panel members must initial all pages of the minutes and sign the minutes
- Declaration by either the Educator union representatives or Public Service union representatives, as applicable, that the process of short listing and interviewing was fair.

9. SUBMISSION OF DOCUMENTS - ALL ADVERTISED POSTS

A governing body shall make a recommendation **within two months** from the date on which the governing body received the scheduled applications from the district office, failing which the District Director may make an appointment without such recommendations. In view of the continued delays experienced in regard to the filling of advertised posts, District Directors and Circuit Managers are required to apply this provision immediately and without fail in regard of posts advertised in this Vacancy List.

The following documents should be submitted to the relevant Circuit Manager:

- Minutes of short listing and interviewing proceedings (as set out in paragraph 9)
- Original applications of those applicants who were recommended for appointment on the Governing Body's preferential list as candidates No 1 to No 3, together with certified copies of their personal documents which should also include their identity documents, qualifications and SACE registration certificates.

If the Circuit Manager disagrees with a recommendation made by the selection committee, he/she must attach a full motivation regarding the objection together with all the documentation submitted by the Governing Body. Circuit Managers must - without exception - submit recommendations from Governing Bodies to the district HR component **within 10 working days** of receipt thereof.

10. NOTIFICATION OF APPLICANTS – ALL ADVERTISED POSTS

The relevant District HR Component will in all cases inform successful candidates, and copies of the offer letters will be forwarded to the school in question through the Circuit Manager.

The institution/SGB will inform all unsuccessful applicants in writing, within eight weeks of an appointment being made.