



# 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:

## CLINICAL NURSE PRACTITIONER GR 1: SOCIAL SUPPORT

**Salary: R 240 699 p.a.**

**Requirements:** A Diploma/Degree in nursing or equivalent qualification as well as a post basic 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. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.

**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, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

**Post Ref No G4/269 - Wolvenkop Special School, Bronkhorstspuit**

**Post Ref No G4/270 - Masinakane Special School, Mbibane**

**Post Ref No G4/271 - Pelonolo Special School, Skilpadfontein**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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## EDUCATION SPECIALIST (LEARNING SUPPORT): SEN SOCIAL SUPPORT

**Salary: R 218 388 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 recommendation. Computer literacy. A valid driver's license.

**Duties:** •Serve in a consultative, mentoring and supportive capacity to teachers in special schools and full service Schools. •Assist and train teachers on an ongoing basis in 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 G4/272 - Sibis Primary School, Skilpadfontein**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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## ADMIN OFFICER: CHILDCARE-/ SECURE CARE CENTRE

**Salary: R 160 224 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. 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 G4/273 - Hoërskool George Hofmeyer (Ind), Standerton**

**Post Ref No G4/274 - Hoërskool Vaalrivier (Ind), Standerton**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5256

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## OCCUPATIONAL THERAPIST: INCLUSIVE EDUCATION (SOCIAL SUPPORT)

**Salary: R 160 224 p.a.**

**Requirements:** Appropriate recognised tertiary qualification in occupational therapy. Five years appropriate experience. Registration with the Health Professions Council of South Africa as an Occupational Therapist. Knowledge and understanding of all policies relevant to occupational therapy services. Knowledge of White Paper 6 on Inclusive Education. In-depth knowledge of working with children who require additional levels of support including disability matters will be an added advantage. Computer Literacy. A valid driver's licence.

**Duties:** Manage occupational therapy support services for the district in collaboration with the District-Based Support Team. Guide and support Institutional-Level Support Teams including school-based professionals. Co-ordinate the Screening, Identification, Assessment and Support strategy on barriers to learning in line with occupational therapy support services. Facilitate, monitor and support the implementation of preventative and intervention programs (rehabilitation services). Provide support services within the district.

**Post Ref No G4/275 - Gert Sibande District Office, Ermelo**

**Post Ref No G4/276 - Nkangala District Office, Kwamhlanga**

**Post Ref No G4/277 - Ehlanzeni District Office, Kanyamazane**

**Post Ref No G4/278 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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## PROFESSIONAL NURSE GR1: CHILDCARE-/ SECURE CARE CENTRE

**Salary: R 159 849 p.a.**

**Requirements:** Registration with the South African Nursing Council as a Professional Nurse.

**Duties:** Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services.

**Post Ref No G4/279 - Hoërskool Vaalrivier (Ind), Standerton**

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**Enquiries:** Dr M van Zyl, Tel (013) 766 5256

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## **CHILD & YOUTH CARE SUPERVISOR GRADE 1: CHILDCARE-/ SECURE CARE CENTRE**

**Salary: R 123 936 p.a.**

**Requirements:** Grade 12 certificate as well as an appropriate recognised 3-year degree/qualification in CHILD AND YOUTH CARE or Social Sciences or Human Sciences, or a two-year certificate in CHILD AND YOUTH CARE plus a certificate in BQCC/BQSC (Basic Qualification Secure Care). At least 5 years credible experience in the field of child and youth care is required. The ability to guide youth with maturity, patience and sensitivity. Valid drivers license. Must be able to work shifts.

**Duties:** Promote the optimum holistic development of learners with special needs. Assess learner and programme needs and design and implement rehabilitation and activity programmes. Supervise Child & Youth Care Workers and support learners. Manage the Child and Youth Care System at schools. Form part of the disability group. Function as member of therapeutic group. Participate in systems interventions through training, research, administration and consultation.

**Post Ref No G4/280 - Ethokomala Reform School, Kinross**

**Post Ref No G4/281 - Hoërskool George Hofmeyer (Ind), Standerton**

**Post Ref No G4/282 - Vikelwa School of Industries, Ogies**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5256

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## **CHILD & YOUTH CARE WORKER GR 1: CHILDCARE-/ SECURE CARE CENTRE**

**Salary: R 87 705 p.a.**

**Requirements:** Grade 12 certificate as well as an appropriate recognised 3-year degree/qualification in CHILD AND YOUTH CARE or Social Sciences or Human Sciences, or a two year certificate in CHILD AND YOUTH CARE plus a certificate in BQCC/BQSC (Basic Qualification Secure Care). At least 3 years experience in the field of child and youth care. The ability to guide youth with maturity, patience and sensitivity. Valid drivers license. Must be able to work shifts.

**Duties:** Promote the optimum holistic development of learners with special needs. Assess learner and programme needs and design and implement rehabilitation and activity programmes. Support and educate learners with regard to broad social- and life skills. Function as member of therapeutic groups. Participate in systems interventions through training, research, administration and consultation.

**Post Ref No G4/283 - Ethokomala Reform School, Kinross**

**Post Ref No G4/284 - Hoërskool George Hofmeyer (Ind), Standerton**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5256

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## **SASO THERAPY ASSISTANT: SEN INSTITUTION**

**Salary: R 63 798 p.a.**

**Requirements:** Grade 10 certificate or equivalent. The ability to handle disabled children with patience, dignity and sensitivity.

**Duties:** Render physical and specialised support and assistance to disabled/physically impaired children, including practical assistance with regard to all feeding, learning and labour activities. Render practical assistance

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with regard to actual day to day needs.

### Post Ref No G4/285 – Marietjie Special School (SMH), Secunda

Enquiries: Dr M Pieterse, Tel (013) 766 5322

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#### **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department. 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 drivers 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 13 December 2012 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 in terms of persons with disabilities, applicants with disabilities who wish to apply for these posts are requested to attach documentary proof substantiating his/her disability.

\*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.

\*All shortlisted candidates 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 13 December 2012**. 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.