



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:

CHIEF DIRECTOR: FURTHER EDUCATION AND TRAINING

Salary: An all-inclusive remuneration package of R 872 214 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

Requirements:

An appropriate recognised Bachelor's degree or equivalent qualification, backed by extensive managerial experience is required, while a relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, Public Examinations, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties:

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training and Public Examinations. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including FET College management, FET planning and policy development, FET curriculum, FET- and independent Institution compliance as well as examination question papers and marking, examination policy support and examination administration support. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Proactively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

Post Ref No H1/001 - Head Office, Nelspruit. This is a re-advertisement of Post Ref. No: G2/113 previously advertised in the City Press of 15 March 2012. Interested applicants should re-apply.

Enquiries:

Ms LH Moyane, Tel (013) 766 5111

DIRECTOR: DISTRICT MANAGEMENT

Salary: An all-inclusive remuneration package of R 719 613 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

Requirements: An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education plus credible and sufficient experience at middle management level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Co-ordinate, implement, maintain and evaluate policy, programmes and systems for general education and training, including ABET, ECD, inclusive education, diverse education support services and curriculum enrichment programmes in the district. Co-ordinate, implement, maintain and evaluate policy, programmes and systems for further education and training in the district, including the efficient administration of public examinations. Facilitate quality of teaching and learning through the needs specific development of teacher education resources. Manage and render financial services for the district, including supply chain - and office auxiliary services. Manage and provide integrated physical resource planning-, works inspection-, education management information- and information communication technology as well as HR services for the district. Manage labour relations as well as all matters pertaining to incapacity/inefficiency and misconduct. Handle all official enquiries in regard of the above.

Post Ref No H1/002 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Post Ref. No: F2/109 previously advertised in the City Press of 15 January 2012. Interested applicants should re-apply.

Enquiries: Mr TZ Magoane, Tel (013) 708 5030

DIRECTOR: HR BENEFITS AND EMPLOYEE WELLNESS

Salary: An all-inclusive remuneration package of R 719 613 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

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Requirements: A three-year relevant Degree or Diploma or equivalent qualification as well as extensive appropriate experience in the field of Human Resource Management. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Benefits administration, HR Performance management and Employee Health and Wellness. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Manage and give strategic direction to the HR Benefits, -Performance and Employee Health and Wellness Unit. Manage the benefits of human resources and promote sound HR performance management practices. Manage the development, co-ordination, monitoring of Projects and policies as well as administration processes related to HR Remuneration and –benefits, including all HR career matters, housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Provide employees with comprehensive assistance, care and support programmes in the workplace. Manage the development, co-ordination and administration of HR performance assessment. Manage the provision of care and support to employees infected with and affected by HIV/AIDS as well as the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

Post Ref No H1/003 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DIRECTOR: HR PROVISIONING

Salary: An all-inclusive remuneration package of R 719 613 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

Requirements: An appropriate three-year Degree or Diploma, coupled with extensive experience in the HR Management field. Extensive middle management experience. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and

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maintenance of the departmental establishment as well as the PERSAL Personnel subsystem. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

Post Ref No H1/004 - Head Office, Nelspruit. This is a re-advertisement of Post Ref. No: G2/115 previously advertised in the City Press of 15 March 2012. Interested applicants should re-apply.

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DIRECTOR: LABOUR RELATIONS

Salary: An all-inclusive remuneration package of R 719 613 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.

Requirements: A three-year relevant Degree or Diploma or equivalent qualification as well as extensive appropriate experience in the field of Labour Relations. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of labour laws, dispute resolution mechanisms, education legislation and policies as well as public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behavior. Credible experience in collective bargaining activities, dispute resolution and - prevention, conflict resolution and crisis intervention. Proven negotiation skills. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Manage and give strategic direction to the Labour Relations Unit. Co-ordinate, manage and monitor collective bargaining activities. Co-ordinate and manage all matters pertaining to incapacity/inefficiency, misconduct and employee behavior. Address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Give direction to, co-ordinate, monitor and advise on all labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive labour relations service. Identify the needs for improved labour relations services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

Post Ref No H1/005 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

Salary: R 320 463 p.a.

Requirements: •An appropriate recognised three-year Bachelor's degree or equivalent qualification backed by a professional qualification in Education plus well as at least seven years relevant educator experience
•Sound knowledge of and experience in school administration and the interactions between various role players in education •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 •Proven negotiation and conflict management skills •Ability to communicate effectively with broader spectrum of role players •Good verbal and written communication skills •Credible education management levels •Valid driver's licence •Registration with SACE

Duties: Function as education line function manager in respect of institutions in the Circuit. Monitor implementation of curricular, 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.

Post Ref No H1/006- Libangeni Circuit Office, Mbibane. This is a re-advertisement of Post Ref. No: G2/139 previously advertised in the City Press of 15 March 2012. Interested applicants should re-apply.

Enquiries: Ms G Mlotshwa, Tel (013) 947 1795

ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT

Salary: R 236 532 p.a.

Requirements: An appropriate Bachelor's degree or equivalent qualification or Gr 12, plus credible management - as well as sufficient relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid drivers license.

Duties: Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.

Post Ref No H1/007- Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

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

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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 21 February 2013 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 short listed 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 21 February 2013**. 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.