



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

MPUMALANGA MATHEMATICS, SCIENCE AND TECHNOLOGY ACADEMY

As announced by the Premier, Mr. DD Mabuza and emphasised by the MEC for Education, Mrs. MR Mhaule, Mpumalanga has commenced the process of establishing a Mathematics, Science and Technology Academy (MST Academy) in the Province. The fully-equipped Academy will provide an in-service learning platform for Mathematics, Science and Technology teachers to enhance their teaching skills. It will link to satellite hubs through which it will provide direct support to focus schools to ensure that learners have access to relevant learning material, equipment and e-learning technologies. Through this Academy, the Province is hoping to increase output in maths and science at grade 12 level in order to have a bigger pool of learners who will follow maths and science related careers at tertiary level.

The Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions in the MST Academy as set out below:

PRINCIPAL - MPUMALANGA MST ACADEMY

Salary: An all-inclusive remuneration package of R 771 306 upto R 908 571 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:

The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Master of Science degree (Mathematics, Physics/Chemistry or Technology), supported by extensive experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised PhD in Mathematics, Physics or Chemistry will serve as recommendation.

Duties:

Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve

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its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.

Post Ref No H2/001 - MST Academy, Emalaheni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

CHIEF EDUCATION SPECIALIST – MATHS / SCIENCE / TECHNOLOGY PROGRAMMES (3)

Salary: An all-inclusive remuneration package of R 612 549 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 Master of Science degree (Mathematics, Physics/Chemistry or Tecnology as applicable) backed by a relevant professional qualification in Education, as well as at least eight years relevant experience which should include teaching experience in applicable subject area •Proven experience related to the publication of educational / scientific papers or journal articles pertaining to the subject area •Credible education management experience •Comprehensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks •Excellent leadership-, interpersonal-, motivational-, analytical and financial management skills •Good written and verbal communications, reporting and speech writing skills •Ability to plan, manage and delegate as well as monitor public administrative functions •Innovative, analytical and creative thinking •Computer literacy •Valid driver's license •Registration with SACE. An appropriate recognised PhD will serve as recommendation.

Duties: Evaluate, develop, implement, co-ordinate and monitor policies for teaching and learning of Mathematics/Science/Technology - as applicable - in the MST focus schools. Design and monitor the implementation of developmental -, support -, mentoring - and assessment programs for educators. Set the standards for performance. Render advice on competencies and performance indicators to ensure the delivery of quality education services. Promote subject enrolment in the school system, with a view to also increase the supply of qualifying candidates to enter into MST related courses in the higher education sector.

Post Ref No H2/002 - MST Academy, Emalaheni (CES: Mathematics Programmes)

Post Ref No H2/003 - MST Academy, Emalaheni (CES: Science Programmes)

Post Ref No H2/004 - MST Academy, Emalaheni (CES: Technology Programmes)

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

CHIEF RESEARCHER - MPUMALANGA MST ACADEMY

Salary: An all-inclusive remuneration package of R 495.603 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 Master's degree backed by a BSC degree or equivalent in Mathematics, Physics or Chemistry, as well as at least eight years relevant experience •Extensive knowledge of and appropriate proven experience in quantitative and qualitative methods of research and different research designs •Experienced in the development of a research plan •Mastered statistical techniques for collecting, organising, analysing and interpreting of data •Ability to write quality reports. •Above average ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purpose •Effective knowledge of financial planning processes •Well developed verbal and written communication skills •Good organisational-, planning, management and leadership skills •Valid driver's license

Duties: Manage and lead the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Liaise with relevant local

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and international stakeholders to determine specific research needs. Undertake commissioned and non-commissioned research. Assess the relevance of specific training programs. Quality assure, present and publish findings. Support the staff of the Research Unit to ensure that goals and strategic objectives are achieved. Promote access to and the effective utilisation of resources. Establish and maintain a research data base of information. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs. Network information across the education fraternity.

Post Ref No H2/005 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

DEPUTY CHIEF EDUCATION SPECIALIST - MPUMALANGA MST ACADEMY

Salary: R 341 613 p.a.

DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS PROGRAMMES (2)

Requirements: •An appropriate recognised Honors degree in Mathematics backed by a professional qualification in Education, as well as at least seven years relevant experience which should include teaching experience in the applicable subject area •Credible education management experience •Extensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks •Proven achievements in promoting the quality of teaching and learning in the applicable subject area •Good organisational, planning and verbal and written communication skills •Innovative, analytical and creative thinking •Computer literacy •Valid driver's license •Registration with SACE. An appropriate recognised Master of Science degree will serve as recommendation.

Duties: Advance the delivery of quality mathematics education in the GET/FET phase as applicable. Analyse educator developmental needs. Develop training material. Deliver in service learning programs to educators. Assess the academic and professional qualifications of teachers and advise on the formal upgrading thereof. Provide resource materials and digital curriculum implementation support. Monitor and evaluate effectiveness of programmes and strategies. Support subject teaching in the MST focus schools and Dinaledi schools.

Post Ref No H2/006 - MST Academy, Emalahleni (DCES: Mathematics - GET Phase)

Post Ref No H2/007 - MST Academy, Emalahleni (DCES: Mathematics - FET Phase)

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

DEPUTY CHIEF EDUCATION SPECIALIST: SCIENCE PROGRAMMES (2)

Requirements: •An appropriate recognised Honors degree in Physics or Chemistry backed by a professional qualification in Education, as well as at least seven years relevant experience which should include teaching experience in the applicable subject area •Credible education management experience •Extensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks •Proven achievements in promoting the quality of teaching and learning in the applicable subject area •Good organisational, planning and verbal and written communication skills •Innovative, analytical and creative thinking •Computer literacy •Valid driver's license •Registration with SACE. An appropriate recognised Master of Science degree will serve as recommendation.

Duties: Advance the delivery of quality science education in the GET/FET phase as applicable. Analyse educator developmental needs. Develop training material. Deliver in service learning programs to educators. Assess the academic and professional qualifications of teachers and advise on the formal upgrading thereof. Provide resource materials and digital curriculum implementation support. Monitor and evaluate effectiveness of programmes and strategies. Support subject teaching in the MST focus schools and Dinaledi schools.

Post Ref No H2/008 - MST Academy, Emalahleni (DCES: Science - GET Phase)

Post Ref No H2/009 - MST Academy, Emalahleni (DCES: Science - FET Phase)

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Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

DEPUTY CHIEF EDUCATION SPECIALIST: TECHNOLOGY PROGRAMMES (2)

Requirements: •An appropriate recognised Honors degree in Technology (IT, Mechanical, Civil or Electrical) backed by a professional qualification in Education, as well as at least seven years relevant experience which should include teaching experience in the applicable subject area •Credible education management experience •Extensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks •Proven achievements in promoting the quality of teaching and learning in the applicable subject area •Good organisational, planning and verbal and written communication skills •Innovative, analytical and creative thinking •Computer literacy •Valid driver's license •Registration with SACE. An appropriate recognised Master of Science degree will serve as recommendation.

Duties: Advance the delivery of quality technology education in the GET/FET phase as applicable. Analyse educator developmental needs. Develop training material. Deliver in service learning programs to educators. Assess the academic and professional qualifications of teachers and advise on the formal upgrading thereof. Provide resource materials and digital curriculum implementation support. Monitor and evaluate effectiveness of programmes and strategies. Support subject teaching in the MST focus schools and Dinaledi schools.

Post Ref No H2/010 - MST Academy, Emalahleni (DCES: Technology - GET Phase)

Post Ref No H2/011 - MST Academy, Emalahleni (DCES: Technology - FET Phase)

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

RESEARCHER (2)

Salary: R 252 144 p.a.

Requirements: •An appropriate recognised Honors degree backed by a BSC degree in Mathematics, Physics or Chemistry as well as at least seven years relevant experience •Knowledge of and experience in quantitative and qualitative methods of research and different research designs •Sound knowledge and experience in observation and interview techniques. •Experienced in the collecting and analysing of information to develop a research plan •Experience in statistical techniques for collecting, organising, analysing and interpreting of data •Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes •Well developed verbal and written communication skills •Good organisational and planning skills •Valid driver's license

Duties: Support the manager of the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Interact with the line manager, districts and schools to determine research needs. Promote access to and the effective utilisation of resources. Maintain a research data base of information, including records of all research projects, resources and reference materials available. Assist with the provision of relevant and timely empirical data. Collect, analyse and interpret data, and assist with the writing, presentation and publication of reports. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs.

Post Ref No H2/012 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

PRINCIPAL COMMUNICATION OFFICER (1)

Salary: R 212 106 p.a.

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Requirements: An appropriate 3-year degree/qualification plus sufficient appropriate experience. Competencies: Understanding of the education legislative framework. Computer literacy and experience in project management. Good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license. Experience in the field of public relations may be an added advantage.

Duties: Render a public relations service. Hold exhibitions, road - and talk-shows. Prepare promotional publications and related products. Collect, store and disseminate information to the public and other role-players. Develop and maintain an Academy website. Liaise with the media and public. Arrange gatherings and communicate announcements and policies. Conduct research on communication and marketing trends and strategies. Promote the image of the Maths-, Science- and Tecnology Academy.

Post Ref No H2/013 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

DATA TECHNOLOGIST (1)

Salary: R 212 106 p.a.

Requirements: An appropriate 3-year tertiary qualification or combination of relevant IT courses A+, N+, MCSE, plus at least 2 years experience in a user support environment. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relations. Ability to work under pressure and extended working hours. Valid driver's license.

Duties: Provide desktop support and helpdesk functionality to users in the MST Academy and MST focus schools. Identify customer IT needs. Install and maintain hardware and software including virus protection software. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Ensure that the Academy applies departmental IT policies. Advise on IT procurement for the Academy and MST focus schools.

Post Ref No H2/014 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

SENIOR ADMIN OFFICER (1)

Salary: R 212 106 p.a.

Requirements: An appropriate 3-year qualification or Grade 12, plus appropriate experience (preferably at least 5 years) in public administration. Competencies: Good interpersonal, organisational, verbal and written communication skills. Strong administration skills. Ability to perform accurately and methodically under pressure. Ability to interpret directives. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license.

Duties: Control and render office-, administrative- and logistical support services for the various components of the Academy. Control and render procurement and asset management services. Control and render the following auxiliary services: switchboard-, reception and client referral services; help-desk services; registry-, archives-, fax- and messenger services; reproduction services; cleaning-, conference- and general assistance services; gardening-, security- and general maintenance/repairs services.

Post Ref No H2/015 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

SECRETARY: PRINCIPAL'S OFFICE (1)

Salary: R 115 212 p.a.

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Requirements: Grade 12 or equivalent certificate with Typing as a passed full subject plus appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Candidates may be expected to participate in a typing test as part of the selection process.

Duties: Ensure the smooth running of the Principal's office. Keep the Principal's diary and deal with phone calls. Provide administrative and logistical support. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and document security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Principal's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Principal.

Post Ref No H2/016 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

GENERAL ADMIN CLERK (2)

Salary: R 115 212 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Advanced proven computer skills. Applicants may be required to complete a typing test. Relevant experience in the field of office administration will be an added advantage.

Duties: Provide general office-, administrative-, logistical- and typing support services for the various components of the Academy, including switchboard, reception, client referral, replication and helpdesk services, creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, procuring equipment and stationery, conducting asset management and arranging travel and accommodation whenever required.

Post Ref No H2/017 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

CLEANER (1)

Salary: R 68 010 p.a.

Requirements: No formal qualification is required for this position, but appropriate work experience and/or 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. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving-, planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work under pressure.

Duties: Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatch and taking of stock. Assist with the serving of food and beverages if applicable. Render dish washing duties if applicable. Prepare meeting venues as required.

Post Ref No H2/018 - MST Academy, Emalahleni

Enquiries: Ms. V Mkhwanazi, Tel (013) 766 0994

APPLICATIONS:

Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all

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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. **It is in the applicant's own interest to include certified copies of subject declarations for all tertiary qualifications, testimonials and other supporting documents to each application form.** Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. It is in the interest of applicants living with disabilities to attach Certification of Disability. 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 4 July 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 4 July 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.