



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

DIRECTOR

Salary: An all-inclusive remuneration package of R 771 306 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.

DIRECTOR: MANAGEMENT ACCOUNTING

Requirements:

B.Comm Degree or equivalent appropriate finance-related qualification, with Financial Accounting as a major subject, plus extensive appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. 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. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder.

Duties:

Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. 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 H3/001 - Head Office, Nelspruit

Enquiries:

Mr CB Mnisi, Tel (013) 766 5299

DIRECTOR: PHYSICAL RESOURCE & FACILITIES PLANNING

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Requirements: Bachelors Degree in Construction Engineering or an equivalent qualification in the Built Environment, backed by a minimum of 8 years field experience in construction or related field with at least 4 years of these at managerial level. Extensive knowledge of the Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Infrastructure Development Improvement Programme (IDIP), and Construction Industry Development Board (CIDB). Sound understanding of financial management as implemented in Government and within the context of infrastructure budgeting and spending. Strong project management-, time management-, negotiation- and people management skills. Working knowledge of software development and various information management systems, including GIS. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder.

Duties: Manage the delivery of capital and maintenance Programmes. Prepare an Infrastructure Programme Management Plan and construction procurement strategy for Education. Preparation of packaged/ individual project briefs. Perform oversight role over Implementing Agent. Manage all financial and professional aspects of each project/programme. Determine the demand and supply of physical resources, advise on required resources and allocate funds, manage, update and maintain the infrastructure database. Ensure the strategic provision of physical resources, and compile an annual composite infrastructure plan regarding the provisioning and maintenance of physical resources. Establish a facilities maintenance and management policy. Implement the Departmental infrastructure turn around strategy. Monitor and report on schools registration / amendment of registration / cancellation of registration / acquisition of land for development of schools and co-ordinate the review of new school applications. Manage the availability of sites for construction purposes and the update and maintenance of school property (Land Database). Manage the annual review of property lease agreements and the drafting of agreements with property owners with regard to schools on private property. Prepare all financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. 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 H3/002 - Head Office, Nelspruit

Enquiries: Mr CB Mnisi, Tel (013) 766 5299

DEPUTY DIRECTOR

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.

DEPUTY DIRECTOR: HR ESTABLISHMENT AND DATA

Requirements: An appropriate 3-year degree/qualification or Gr.12, plus extensive appropriate experience in HR management. In depth knowledge and experience of the PERSAL System, of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Ability to calculate and prepare inputs on the Compensation of Employees Budget and Expenditure. Well developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access).

Duties: Research, develop and manage strategic plans for the provisioning and deployment of human resources. Develop and monitor the implementation of the Human Resource Plan and reporting thereon. Develop and maintain HR data bank to inform occupational research; succession planning, career pathing, employee mobility and staff retention. Facilitate HR forecasting in line with organisational strategy. Develop and maintain comprehensive workforce analysis. Conduct research and provide recommendations to inform organisational capacity requirements. Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Conduct HR analysis and continuous HR audit in the Department. Develop HR best practices to address challenges of HR supply and demand in the labour market. Control, monitor and maintain the departmental post and staff establishment, in line with the

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HR Planning. Manage and provide effective HR information services. Render advice and inputs pertaining to the Compensation of Employees Budget and Expenditure. Control, monitor and maintain the PERSAL Personnel subsystem.

Post Ref No H3/003 - Head Office, Nelspruit

Enquiries: Ms E De Bruin, Tel (013) 766 5511

DEPUTY DIRECTOR: COMPLIANCE AUDITS

Requirements: •Appropriate 3-year B Com degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting •Studying towards a CIA will be an added advantage •IIA membership •Extensive practical experience in internal auditing plus extensive supervisory/ management experience •Experience in the public sector will be an added advantage •Extensive knowledge of the Standards for the Professional Practice of Internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations •Good communication skills (written and verbal) •Analytical and interpersonal skills •Ability to work under pressure and meet deadlines •Target driven •A valid driver's license.

Duties: •Assist the Director: Internal Audit with the development of a 3-year rolling risk based internal audit strategic Plan and a 1-year operational internal audit plan •Manage a quality assurance program for the unit in accordance with SPPIA •Manage the Implementation of the approved risk-based internal audit operational plan •Manage and coordinate planning and execution of internal audits •Monitor and facilitate reporting on internal audits •Perform and manage ad hoc audits as requested by management •Manage stakeholder relationships •Execute HR Performance Management.

Post Ref No H3/004 - Head Office, Nelspruit

Enquiries: Mr TA Varghese, Tel (013) 766 5889 / 5893

DEPUTY DIRECTOR: COLLECTIVE BARGAINING

Requirements: A three-year relevant Degree or Diploma or equivalent qualification plus appropriate experience in collective bargaining. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. Credible experience in collective bargaining activities. Proven negotiation skills. Credible experience in dispute resolution and -prevention. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent networking skills. Excellent report writing skills. •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 •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: Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. 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 middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.

Post Ref No H3/005 - Head Office, Nelspruit

Enquiries: Mr HA Ngwenya, Tel (013) 766 5429 / 5426

DEPUTY DIRECTOR: SKILLS DEVELOPMENT FACILITATION (SDF)

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Requirements: A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the Human Resources Development field. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

Duties: Plan, develop, co-ordinate and maintain the workplace skills development strategy. Facilitate the establishment of the provincial skills development committee. Ensure compliance of development programs with set standards. Maintain the link between the department and the SETA and other SETA's. Report on the workplace skills development strategy.

Post Ref No H3/006 - Head Office, Nelspruit

Enquiries: Mr SE Sukati, Tel (013) 766 5443 / 5440

ASSISTANT DIRECTOR

Salary: R 252 144 p.a.

ASSISTANT DIRECTOR: IMMOVABLE ASSETS

Requirements: An appropriate Bachelor's degree or equivalent qualification or Gr 12, backed by extensive relevant experience in an Asset Management environment (preferably more than 4 years). Credible management experience. Competencies: In depth knowledge of the Supply Chain Management processes, Treasury regulations and valuation of property in terms of depreciation and appreciation. Well developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Completion of the SPAPOA course will be an advantage. Valid driver's license.

Duties: Manage the translation of government's policies on the management of property assets into manageable departmental programmes. Manage the determination of the valuation of property appreciation/depreciation over the lifespan of the facilities/assets. Quantify cost of maintenance of facilities/assets and maximise optimal use. Interrogate, interpret and assess the integrity of data received from property valuers. Manage the value and returns on state property assets. Maximise the value of departmental property. Monitor delivery of infrastructure projects, and the transfer of property. Manage the Asset Register in respect of immovable property owned by the Department. Ensure the development of decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

Post Ref No H3/007 - Head Office, Nelspruit

Enquiries: Mr CB Mnisi, Tel (013) 766 5299

ASSISTANT DIRECTOR: COMMUNICATION

Requirements: An appropriate 3-year degree/qualification, plus sufficient appropriate experience in the Departmental communication-related field. Competencies: Understanding of the education legislative framework. Management skills. Computer literacy and 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.

Duties: Manage the rendering of all district communication services. Manage and co-ordinate the development and maintenance of good relations with the media, and co-ordinate district production and publication matters.

Co-ordinate the development and maintenance of good relations between the department and it's internal and external publics. Participate in relevant Media Forums.

Post Ref No H3/008 - Nkangala District Office, KwaMhlanga

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

ASSISTANT DIRECTOR: HR STAFFING

Requirements: A Bachelor' degree or equivalent qualification or Grade 12 backed by extensive relevant experience in Human Resources management and administration. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.

Duties: Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

Post Ref No H3/009 - Bohlabela District Office, Bushbuckridge

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

ASSISTANT DIRECTOR: HR DEVELOPMENT

Requirements: A Bachelor's degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the Human Resources Development field. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learnership entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

Duties: Plan, develop and implement a district workplace skills development strategy. districtly co-ordinate learnerships that lead to the recognised qualifications. Develop public service staff (PSS) capacity through training and education. districtly co-ordinate quality skills audit processes and needs analysis in line with the skills development framework. Compile and submit the district training needs to the Head Office. Co-ordinate the identification of relevant skills programmes, short courses and learnerships. Co-ordinate training and development of the district employees. Submit Learnership- and bursary contracts to the Head Office. Evaluate learning programmes that have been implemented. Assist with the compilation of training reports. Mentor and assist other employees with their career development. Represent the district in the provincial skills development committee.

Post Ref No H3/010 - Nkangala District Office, KwaMhlanga

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

ASSISTANT DIRECTOR: COMPLIANCE AUDITS

Requirements: •Appropriate 3-year B Com degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting •IIA Membership •Extensive practical experience in internal auditing •Experience In the Public sector will be an added advantage •Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations •Good communication skills (written and verbal) •Analytical and interpersonal skills •Ability to work under pressure and meet tight deadlines •Target driven •Valid driver's license •Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

Duties: •Plan and execute the assigned internal audit projects •Examine and execute the effectiveness and efficient use of resources •Conduct follow-up audits on the implementation of recommendations and action plans •Manage stakeholder relationships •Perform ad hoc audits assignments •Manage the team of Internal auditors •Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

Post Ref No H3/011 - Head Office, Nelspruit

Enquiries: Mr TA Varghese, Tel (013) 766 5889 / 5893

ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT

Requirements: A Bachelor' degree or equivalent qualification or Grade 12 backed by extensive relevant experience in behaviour management and administration. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.

Duties: Manage and ensure the implementation of policies, delegations, systems and practices required for the efficient, equitable and conclusive management of all matters pertaining to incapacity/ /inefficiency (officials) and incapacity (educators), as well as employee behaviour (educators and officials). Manage and co-ordinate the investigation of disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Manage the creation and maintainance of database and PERSAL records in regard of misconduct and incapacity. Provide related management information. Develop capacity in relation to the management of incapacity and misconduct throughout the district system.

Post Ref No H3/012 - Nkangala District Office, KwaMhlanga

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

ASSISTANT DIRECTOR: STRATEGIC PLANNING

Requirements: An appropriate recognised Bachelor's degree or equivalent qualification, as well as appropriate management experience. Competencies: Incumbent should be goal orientated and self driven. Independent thinking and critical analysis skills. Well developed research-, editing and report writing skills. Good organisational-, planning and project management skills. Good interpersonal skills. Good computer and IT skills. Ability to develop logical frameworks and other planning models. Developing and adhering to work schedules. Understanding of government policies (PFMA, MTEF) and its planning processes. Proven work experience in planning and monitoring. Ability to work to tight schedules. Strong understanding od transformation in government. Strong understanding of the programmes and priorities of government. Valid driver's license.

Duties: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF specifying the following: The Department's priorities for the medium term framework as per mandate, the Department's core objectives, the core and support activities required to achieve the core objectives, the functions to be performed internally and externally, the goals or targets to be achieved on the medium term, programmes for attaining those goals and targets and information systems required for the monitoring of progress. Promote integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate the development and review of quality assurance frameworks. Monitor the overall provisioning of education in the province. Facilitate active and influential participation in provincial, national and international development and planning processes with a view to identifying policy implications for education. Facilitate programmes alignment within the department as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Render support in developing performance agreements.

Post Ref No H3/013 - Head Office, Nelspruit

Enquiries: Ms MM Mashiteng, Tel (013) 766 5121 / 5114

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

Requirements: An appropriate Bachelor's degree or equivalent qualification or Gr 12, plus extensive relevant experience and credible management experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course.

Duties: Rrender supply chain management services for the district in accordance with policy and delegations which inculde the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-,

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warehouse- and internal stock control services, district office services and district transport services.

Post Ref No H3/014 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

CHIEF HR OFFICER

Salary: R 212 106 p.a.

CHIEF HR OFFICER: HR CAREER MATTERS

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Manage all matters pertaining to HR career matters in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.

Post Ref No H3/015 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/016 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.

Duties: Register Personnel Sub controllers and users and maintain user profiles through selective allocation of functions. Manage and co-ordinate the implementation of effective PERSAL control, security and audit measures. Regularly monitor the audit and control reports available on PERSAL, as well as the programmatically generated exception reports. Manage regular audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Manage the orientation of users and provide user support. Provide PERSAL information. Manage the maintenance of district HR database control. Manage the co-ordination of all district HR Projects. Provide statistical reports and data on HR related matters.

Post Ref No H3/017 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

DATA TECHNOLOGIST

Salary: R 212 106 p.a.

DATA TECHNOLOGIST: TECHNICAL SERVICES

Requirements: An appropriate 3-year tertiary qualification or combination of relevant IT courses A+, N+, MCSE, plus at least 1 year relevant experience. Excellent client liaison skills. Sound teamwork and human relations. The following will serve as strong recommendations: helpdesk and desktop support experience as well as knowledge of Government transversal systems.

Duties: Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users.

Post Ref No H3/018 - Head Office, Nelspruit

Enquiries: Mr WA Barnard, Tel (013) 766 5492 / 5566

DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY

Requirements: An appropriate 3-year tertiary qualification or combination of relevant IT courses A+, N+, MCSE, plus at least 1 year relevant experience. Excellent client liaison skills. Sound teamwork and human relations. Valid driver's licence. The following will serve as strong recommendations: Helpdesk and Desktop support experience as well as knowledge of Government transversal systems.

Duties: Install and maintain hardware and software including virus protection software. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users.

Post Ref No H3/019 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

HR PRACTITIONER

Salary: R 212 106 p.a.

HR PRACTITIONER: HR PERFORMANCE

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Develop, co-ordinate, and review policies, delegations, practices, and grievance procedures pertaining to a performance assessment instrument, as well as the developmental management of performance. Provide a professional HRPM advisory support service related to performance management, including induction, probation, code of conduct, working hours, performance assessment, rewarding good performance, managing poor performance and career planning.

Post Ref No H3/020 - Head Office, Nelspruit

Enquiries: Ms MD Hlungwane, Tel (013) 766 5053 / 5263

HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible and appropriate experience. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.

Post Ref No H3/021 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/022 - Bohlabela District Office, Bushbuckridge

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

HR PRACTITIONER: HR RECRUITMENT

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures

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pertaining to the recruitment and selection of human resources. Arrange, prepare and scribe short listing and interviewing processes. Arrange skills testing and Competency Assessment for SMS and MMS posts. Prepare submissions for approval of shortlists and appointments. Liaise with all relevant stake holders pertaining to short listing and interviews. Supervise capturing of applications and maintain prescribed vacancy database. Deal with the administration of all related matters in regard of the non-decentralised files and records.

Post Ref No H3/023 - Head Office, Nelspruit

Enquiries: Ms E De Bruin, Tel (013) 766 5511

INTERNAL AUDITOR

Salary: R 212 106 p.a.

INTERNAL AUDITOR: COMPLIANCE AUDITS

Requirements:

- Appropriate 3-year B Com degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting
- Proven internal audit skills
- Ability to assess and identify business risks
- Well developed investigative, evaluative and problem solving ability
- Excellent verbal and written communication skills
- Ability to develop internal audit programs and procedures
- Excellent report writing ability
- Good business acumen
- Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software
- Critical Interpersonal or Interactive skills
- Presentable, professional and confident
- Diplomatic and tactful while remaining assertive

- Ability to manage stress and work under pressure
- High level of integrity
- Ability to work in a team
- Target/results driven with a sense of urgency to get things done
- Self starter
- Strong attention to detail/methodical/analytical
- Problem solving ability
- Ability to multitask
- Must be willing to travel and have a valid driver license
- Must be willing to undertake training on GIA, IAT and CIA

Duties:

- Conduct Client Liaison at a functional level
- Perform system descriptions and assess business risk
- Deliver on internal audit programs and procedures
- Execute internal audit assignments
- Perform internal audit tests and procedures
- Identify weak/problem areas and develop effective corrective action plans
- Prepare reports and discuss at a functional level
- Execute Ad Hoc Projects and research assignments
- Continuously improve and update technical knowledge
- Enhance service delivery, quality and client satisfaction

Post Ref No H3/024 - Head Office, Nelspruit

Enquiries: Mr TA Varghese, Tel (013) 766 5889 / 5893

LABOUR RELATIONS OFFICER

Salary: R 212 106 p.a.

LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT

Requirements:

An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.

Duties:

Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.

Post Ref No H3/025 - Bohlabela District Office, Bushbuckridge

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

OFFICE MANAGER

Salary: R 212 106 p.a.

OFFICE MANAGER: OFFICE OF THE CFO

Requirements:

An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Well developed financial management skills. Well developed skills in analysing and understanding budgets. Planning and organising skills. Well developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license. Previous experience as a Financial Advisor or Financial Consultant will be a recommendation.

Duties:

Receive, analyse and interpret all incoming correspondence, channel it to relevant components for attention and make follow-ups where necessary. Compile reports, act as Secretary during meetings and manage the budget of the CFO's office. Co-ordinate and facilitate the compilation of annual estimates for the Chief Directorate. Obtain and keep records of conditionals grants. Assist in the development and implementation of strategic plans. Ensure compliance with all legal frameworks and execute any other task as directed by the CFO. Maintain confidentiality and promote the image of the CFO's office.

Post Ref No H3/026 - Head Office, Nelspruit

Enquiries: Mr CB Mnisi, Tel (013) 766 5299

SENIOR ADMIN OFFICER

Salary: R 212 106 p.a.

SENIOR ADMIN OFFICER: BUILDING PROJECT & WORKS ADMIN

Requirements:

An appropriate 3-year qualification in building project- and works administration management or Grade 12, plus extensive appropriate experience (preferably at least 5 years). Competencies: Good interpersonal, organisational, verbal and written communication skills. Ability to interpret directives. Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license.

Duties:

Co-ordinate and monitor the progress with the planning of building projects. Manage the efficient administration of tenders, building service contracts and the budget for building projects. Control the building project funds and deal with norms control. Provide related management information.

Post Ref No H3/027 - Head Office, Nelspruit (2)

Enquiries: Mr CJA Kajeni, Tel (013) 766 5274 / 5485

SENIOR ADMIN OFFICER: TRANSPORT

Requirements:

An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience. Competencies: Extensive knowledge and proven ability i.r.o. the required functions. Proven management skills. Computer literacy. Valid driver's license.

Duties:

Manage and control transport services for the district in accordance with policy and delegations

Manage, control and co-ordinate the rendering of GG transport services, subsidised transport services as well as scholar transport services.

Post Ref No H3/028 - Nkangala District Office, KwaMhlanga

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

SENIOR PROVISIONING ADMIN OFFICER

Salary: R 212 106 p.a.

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT

Requirements: An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience and credible management experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

Duties: Co-ordinate and manage procurement administration services. Deal with the administration of warehouses and stores. Co-ordinate and manage internal stock control issues. Execute HR Performance Management.

Post Ref No H3/029 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT

Requirements: An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience and credible management experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

Duties: Co-ordinate and manage procurement administration services. Deal with the administration of warehouses and stores. Co-ordinate and manage internal stock control issues. Execute HR Performance Management.

Post Ref No H3/030 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

STATE ACCOUNTANT

Salary: R 212 106 p.a.

STATE ACCOUNTANT: SALARY ACCOUNTS

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Working knowledge of PERSAL, BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills.

Duties: Manage district salary account matters, including the re-issue of payments on BAS, identification/recovery/writing off of salary- and other debts, control of salary- and salary debt accounts, as well as salary fraud. Execute HR performance management.

Post Ref No H3/031 - Nkangala District Office, KwaMhlanga

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

ADMIN OFFICER: OFFICE AUXILIARY SERVICES

Salary: R 170 799 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience (preferably at least 2 years). Competencies: In depth knowledge and ability i.r.o. the required functions. Advanced skills in the field of government owned- and subsidised transport and office auxiliary services. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

Duties: Manage and provide district services iro the following: Government-, subsidised- and scholar transport; security; general registry-, archives-, fax- and messenger services; switchboard-, cleaning-, conference- and reproduction services.

Post Ref No H3/032 - Nkangala District Office, KwaMhlanga

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

CHIEF ACCOUNTING CLERK

Salary: R 170 799 p.a.

CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE

Requirements: Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.

Duties: Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.

Post Ref No H3/033 - Nkangala District Office, KwaMhlanga

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

CHIEF ACCOUNTING CLERK: SALARY ACCOUNTS

Requirements: Grade 12 certificate and sufficient appropriate experience. Competencies: Sound knowledge of PERSAL and BAS, and the specified work field. Computer literacy. Sound knowledge and practical experience of the procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, interpersonal-, supervisory-, training- and evaluation skills.

Duties: Supervise district salary account matters, including the re-issue of payments on BAS, identification/recovery/writing off of salary- and other debts, monitoring of salary- and salary debt accounts, as well as salary fraud. Train and supervise staff. Execute HR Performance Management. Execute HR Performance Management.

Post Ref No H3/034 - Bohlabela District Office, Bushbuckridge

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

CHIEF ACCOUNTING CLERK: SALARIES

Requirements: Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field. Computer literacy. Sound knowledge and practical experience of the procedures, methods and principles established for the processing of specific salary related transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, interpersonal-, supervisory-, training- and evaluation skills.

Duties: Supervise the administration of district salary matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., and paysheet control. Train and supervise staff. Execute HR Performance Management.

Post Ref No H3/035 - Nkangala District Office, KwaMhlanga

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

CHIEF ADMIN CLERK

Salary: R 170 799 p.a.

CHIEF ADMIN CLERK: CIRCUIT OFFICE

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Requirements: Grade 12 certificate and sufficient appropriate experience. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy.

Duties: Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.

Post Ref No H3/036 - Tweefontein North Circuit Office, KwaMhlanga

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

Post Ref No H3/037 - Weltevrede Circuit Office, Siyabuswa

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

Post Ref No H3/038 - Maviljan Circuit Office, Bushbuckridge

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

CHIEF ADMIN CLERK: GG TRANSPORT

Requirements: Grade 12 certificate and sufficient appropriate experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

Duties: Co-ordinate and supervise all matters pertaining to transport-, security- and auxiliary services in accordance with policy and delegations. Check services i.r.o GG transport, subsidised transport and scholar transport. Co-ordinate the provisioning of security services. Provide other auxiliary services. Train and supervise staff. Execute HR performance management.

Post Ref No H3/039 - Nkangala District Office, KwaMhlanga

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

CHIEF PROVISIONING ADMIN CLERK

Salary: R 170 799 p.a.

CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System.

Duties: Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

Post Ref No H3/040 - Nkangala District Office, KwaMhlanga

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

CHIEF PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound understanding of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Computer literacy. Supervisory and training skills.

Duties: Supervise all aspects of tenders and procurement including contracts, the collection of quotations, orders, purchases and the processing of requisitions. Observe procurement norms and the LOGIS System. Train and supervise staff.

Post Ref No H3/041 - Nkangala District Office, KwaMhlanga

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

CHIEF REGISTRY CLERK: SALARIES

Salary: R 170 799 p.a.

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to execute physically strenuous work under pressure. Computer literacy.

Duties: Manage and render Salary registry services iro salary- and other related files in the Division: Salaries, in line with the prescribed policy, systems and practices. Execute HR performance management.

Post Ref No H3/042 - Head Office, Nelspruit

Enquiries: Mr AP Thela, Tel (013) 766 5460 / 5468

COMMUNICATION OFFICER: COMMUNITY- AND INTRA- DEPT LIASON

Salary: R 170 799 p.a.

Requirements: An appropriate 3-year degree/qualification or Grade 12 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 fields of journalism, photo-journalism or public relations will be an added advantage.

Duties: Promote good relations between the department and it's internal and external publics through efficient and effective communication. Implement a departmental public relations programme. Respond to information needs and enquiries. Plan and co-ordinate departmental functions and events. Provide a visitors service. Manage the departmental hotline. Compile and check communication material. Establish networks. Advise management on public perceptions i.r.o departmental policies and activities. Promote a stable and conducive working-, teaching- and learning environment.

Post Ref No H3/043 - Head Office, Nelspruit

Enquiries: Mr JI Zwane, Tel (013) 766 5514 / 5316

PRINCIPAL HR OFFICER

Salary: R 170 799 p.a.

PRINCIPAL HR OFFICER: HR HOUSING & LEAVE

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.

Post Ref No H3/044 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

PRINCIPAL HR OFFICER: HR HOUSING & LEAVE

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of

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valid leave records. Train and supervise staff.

Post Ref No H3/045 - Bohlabela District Office, Bushbuckridge

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

PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.

Post Ref No H3/046 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

PRINCIPAL HR OFFICER: HR PROVISIONING

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.

Post Ref No H3/047 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/048 - Nkangala District Office, KwaMhlanga

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

PRINCIPAL HR OFFICER: HR EMPLOYMENT

Requirements: Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

Duties: Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

Post Ref No H3/049 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/050 - Nkangala District Office, KwaMhlanga

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

PROVISIONING ADMIN OFFICER: ASSET CONTROL

Salary: R 170 799 p.a.

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Requirements: An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

Duties: Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

Post Ref No H3/051 - Nkangala District Office, KwaMhlanga

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

WORKS INSPECTOR

Salary: R 170 799 p.a.

Requirements: Grade 12 and either a 3-year Technical qualification or a completed apprenticeship, in the Electrical, Bricklaying or Carpentry disciplines. Sufficient appropriate experience (at least 4 years) pertaining to the inspection of works. Valid driver's license.

Duties: Perform works inspections. Check architectural drawings, control building plan specifications, certify progress payments and provide regular progress reports. Liase with consultants and attend site inspections. Check quantity and quality of material. Check quality of workmanship..

Post Ref No H3/052 - Bohlabela District Office, Bushbuckridge

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

ACCOUNTING CLERK

Salary: R 115 212 p.a.

ACCOUNTING CLERK: BUDGET

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy will be a recommendation.

Duties: Assist with the administration of the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports.

Post Ref No H3/053 - Head Office, Nelspruit

Enquiries: Mr GR Lubbe, Tel (013) 766 5438 / 5439

ACCOUNTING CLERK: SALARY ACCOUNTS

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy will be a recommendation.

Duties: Administer district salary account matters, including the preparation of re-issue payments on BAS, identification/ recovery/ writing off of salary- and other debts, administration of salary- and salary debt accounts, as well as reporting on salary fraud.

Post Ref No H3/054 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

ACCOUNTING CLERK: SALARIES

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Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy will be a recommendation.

Duties: Administer district salary matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., and paysheet control.

Post Ref No H3/055 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

ADMIN CLERK

Salary: R 115 212 p.a.

ADMIN CLERK: CIRCUIT OFFICE

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. Applicants may be required to complete a typing test.

Duties: Render financial- and logistical administration support services. 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.

Post Ref No H3/056 - Piet Retief Circuit Office, Piet Retief

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/057 - Mashishila Circuit Office, Elukwatini

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/058 - Kwaggafontein East Circuit Office, Kwaggafontein

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

Post Ref No H3/059 - Mmametlhake Circuit Office, Bamokgoko

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

Post Ref No H3/060 - Nkululeko Circuit Office, Matsulu

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

ADMIN CLERK: EDUCATION DEVELOPMENT CENTRE

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Render financial- and logistical administration support services. 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.

Post Ref No H3/061 - Nkomazi Education Development Centre, Malelane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

ADMIN CLERK: PHYSICAL RESOURCE PLANNING

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Ability to meet deadlines. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy in regard of all MS Office applications. Applicants may be required to complete a typing test. Appropriate office administration experience may be an advantage.

Duties: Provide a support service in respect of Physical Resource Planning, including general administrative-, logistical- and typing support services. Receive, record and process all applications for the registration and deregistration of schools, as well as change of curriculum. Keep and maintain updated records regarding the process of registration of schools. Provide management information and reports as required. Prepare and distribute school registration certificates to all relevant parties. Maintain filing system. Process queries.

Post Ref No H3/062 - Head Office, Nelspruit

Enquiries: Mr CJA Kajeni, Tel (013) 766 5274 / 5485

ADMIN CLERK: TRANSFORMATION

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Proven computer user skills.

Duties: Render diverse administration support services regarding all matters pertaining to the transformation of civil society. Administer transformation-, gender and equity plans. Capture data and maintain database. Provide clerical and typing support.

Post Ref No H3/063 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

GENERAL ADMIN CLERK: UNIT SUPPORT

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 may be an added advantage.

Duties: Provide a support service for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

Post Ref No H3/064 - Nkangala District Office, KwaMhlanga (General Support - Labour Relations)

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

Post Ref No H3/065 - Ehlanzeni District Office, Kanyamazane (General Support - GET)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/066 - Bohlabela District Office, Bushbuckridge (General Support - Incl Ed & Curr Enrichment)

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

Post Ref No H3/067 - Head Office, Nelspruit (General Support - Inclusive Ed & Support)

Enquiries: Dr. H van Zyl, Tel (013) 766 5817 / 8518

Post Ref No H3/068 - Head Office, Nelspruit (General Support - Legal Services)

Enquiries: Ms AT Mthethwa, Tel (013) 766 5228 / 5433

HR CLERK

Salary: R 115 212 p.a.

HR CLERK: HR CAREER MATTERS

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Administer all decentralised matters related to HR Career Matters, including routine aspects of the HR Performance mgmt- and incentive systems, probation, promotions and transfers, salary adjustments and rank conversions, UIF and hourly remuneration.

Post Ref No H3/069 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

HR CLERK

HR CLERK: HR HOUSING & LEAVE

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Administer housing matters eg. the Housing Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records on files and on PERSAL.

Post Ref No H3/070 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

HR CLERK

HR CLERK: HR PENSIONS & COMPENSATION

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Administer pension matters including withdrawals, ill health/retirement applications, debt route forms and the maintenance of correct membership records. Administer compensation matters eg. remunerated overtime, injury on duty and resettlement.

Post Ref No H3/071 - Nkangala District Office, KwaMhlanga

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

Post Ref No H3/072 - Bohlabela District Office, Bushbuckridge

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

Post Ref No H3/073 - Gert Sibande District Office, Ermelo (2)

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

HR CLERK: HR PROVISIONING

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Maintain post establishments, verify post status and provide post information. Implement departmental recruitment-, selection-, and placement plans. Implement HR deployment and/or transfer strategies.

Post Ref No H3/074 - Nkangala District Office, KwaMhlanga

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

HR CLERK: HR RECRUITMENT

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Administer non-decentralised matters related to the provisioning of human resources in line with strategic HR plans, including all job application related matters, the preparation for selection interviews and the archiving of selection records.

Post Ref No H3/075 - Head Office, Nelspruit

Enquiries: Ms E De Bruin, Tel (013) 766 5511

HR CLERK: HR EMPLOYMENT

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Administer all employment matters and re-instatement of salaries. Administer all promotions, transfers and rank translations as well as all acting appointments. Administer all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL

Post Ref No H3/076 - Ehlanzeni District Office, Kanyamazane (2)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

HR CLERK: PERSAL SYSTEM- & HR PROJECT MANAGEMENT

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy will be a recommendation.

Duties: Implement effective PERSAL control, security and audit measures. Conduct audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Orientate users and provide user support. Provide PERSAL information. Maintain district HR database control. Implement and administer all district HR Projects. Capture data on HR related matters for reporting purposes. Deal with all related enquiries.

Post Ref No H3/077 - Gert Sibande District Office, Ermelo (2)

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

PROVISIONING ADMIN CLERK

Salary: R 115 212 p.a.

PROVISIONING ADMIN CLERK: ASSET CONTROL

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Good organisational-, verbal and written communication skills. Knowledge related to procurement, grants and losses or LOGIS and asset management processes, as well as computer literacy will be a recommendation. Valid driver's license.

Duties: Render administration and support services with regard to planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required.

Post Ref No H3/078 - Head Office, Nelspruit

Enquiries: Mr CB Mnisi, Tel (013) 766 5299

PROVISIONING ADMIN CLERK: MOVABLE ASSETS

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Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Good organisational-, verbal and written communication skills. Knowledge related to procurement, grants and losses or LOGIS, as well as computer literacy will be a recommendation. Valid driver's license.

Duties: Render administration and support services in regard of the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required.

Post Ref No H3/079 - Bohlabela District Office, Bushbuckridge

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

REGISTRY CLERK

Salary: R 115 212 p.a.

REGISTRY CLERK: PERSAL REGISTRY SERVICE

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No H3/080 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/081 - Bohlabela District Office, Bushbuckridge

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

REGISTRY CLERK: HR BENEFITS ADMINISTRATION

Requirements: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

Duties: Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

Post Ref No H3/082 - Head Office, Nelspruit (2)

Enquiries: Ms MD Hlungwane, Tel (013) 766 5053 / 5263

SECRETARY: DIRECTOR'S OFFICE

Salary: R 115 212 p.a.

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. Appointment will be subject to the completion of a vetting/screening process.

Duties: Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. 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 documents security in terms of the Minimum

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Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

Post Ref No H3/083 - Head Office, Nelspruit

Enquiries: Mr CJA Kajeni, Tel (013) 766 5274 / 5485

DATA TYPIST: EMIS

Salary: R96 363 p.a.

Requirements: Grade 10/12 or equivalent certificate with Typing as a passed full subject. Competencies: Language proficiency (verbal and written). Sound interpersonal relations. Proven computer literacy. Ability to work correctly under pressure. Applicants may be required to complete a typing test.

Duties: Collect, capture and store education information. Control and process education and training data. Identify and obtain outstanding information. File source documents as required.

Post Ref No H3/084 - Bohlabela District Office, Bushbuckridge

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

DRIVER: OFFICE AUX SERVICES

Salary: R96 363 p.a.

Requirements: Candidates must be literate (good writing and reading skills). Ability to solve problems by applying standard procedures. This position requires a dedicated and hard-working person with sound communication and interpersonal skills. Valid driver's license.

Duties: Provide safe transport services. Deliver mail to and from post offices, institutions, districts and Head office. Collect and deliver documents between offices. Render registry support services. Perform errands.

Post Ref No H3/085 - Head Office, Nelspruit

Enquiries: Mr CB Mnisi, Tel (013) 766 5299

DRIVER/MESSENGER

Salary: R 68 010 p.a.

DRIVER/MESSENGER: CIRCUIT OFFICE

Requirements: Grade 10 certificate and a valid code 08 driver's license. Good driving skills. Competencies: experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Ability to solve problems related to standard procedures.

Duties: Provide safe transport services within the Circuit office. Serve as a courier of documentation and other items between the Circuit office and other offices/institutions. Assist the office with duplication- and office support services.

Post Ref No H3/086 - Stan East Circuit Office, Standerton

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/087 - Emalahleni 1 Circuit Office, Emalahleni

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

GENERAL WORKER

Salary: R 68 010 p.a.

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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: 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, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.

Duties: Clean buildings, facilities and other structures as required. Assist with the loading, unloading, dispatching and taking of stock. Maintain buildings, facilities, drainage systems and other structures. Maintain and develop gardens, grounds, lawns and fences, where applicable. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Clean and service equipment. Report faults on the terrain. Perform errands.

Post Ref No H3/088 - Ermelo 2 Circuit Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/089 - Nkomazi Education Development Centre, Malelane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

GENERAL WORKER: LOGISTICAL MANAGEMENT

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 will be an advantage. Competencies: Basic numeracy skills. Basic ability to utilize a limited range of labour saving devices e.g. photocopying machines and pocket calculators. 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, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.

Duties: Assist with the loading, off loading, receipt and delivery of stores and stock. Assist with stocktaking and distribution of stock. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Perform errands.

Post Ref No H3/090 - Bohlabela District Office, Bushbuckridge

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

GROUNDSMAN

Salary: R 68 010 p.a.

GROUNDSMAN: SCHOOL JOURNEY SERVICES

Requirements: ABET. Competencies: Ability to operate garden machinery and tools. Ability to perform tasks that require hard physical labour. Adaptability to working conditions. Thoroughness coupled with work pride. Ability to function within a strict routine. Ability to work as a an individual within a team. Relevant work experience and/or a qualification in gardening/ plumbing/ carpentry/ electricity will serve as a recommendation.

Duties: Maintain buildings, facilities and other structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrain. Assist with cleaning/ household duties.

Post Ref No H3/091 - Sabie

Enquiries: Ms P Mbatha, Tel (013) 766 5844 / 5845

HOUSEHOLD AID

Salary: R 63 135 p.a.

HOUSEHOLD AID: SCHOOL JOURNEY SERVICES

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 skills. Routine 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 in a team. Ability to work under pressure.

Duties: Clean buildings, facilities and other institutional structures as required.

Post Ref No H3/092 - Sabie

Enquiries: Ms P Mbatha, Tel (013) 766 5844 / 5845

CHIEF EDUCATION SPECIALIST

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.

CHIEF EDUCATION SPECIALIST: FET

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification in the specific field backed by a professional qualification in Education, as well as at least eight years relevant experience related to FET Curriculum Management •Sound knowledge of and experience in education management as well as interaction between the various role players in the specific field •A strong interest in the development of the education system •Good organisational-, planning and management skills •Proven expertise in budget and financial management •Computer literacy especially in spread sheets •Valid driver's license •Registration with SACE

Duties: Promote the development and implementation of curriculum in line with FET subjects. Manage, co-ordinate and evaluate the development of curriculum frameworks and supplementary educational material. Oversee the formulation of policy regarding the learning field curriculum. Manage the evaluation of learning support material in line with national trends. Co-ordinate the provision of inputs regarding evaluation and certification. Serve as nodal point between the Department of Basic Education and the MDE regarding FET curriculum. Consult and network with other stakeholders i.r.o. the above.

Post Ref No H3/093 - Head Office, Nelspruit

Enquiries: Mr PS Zwane, Tel (013) 766 0997 / 0905

CHIEF EDUCATION SPECIALIST: FET

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Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, as well as at least eight years relevant experience •Credible education management experience •Comprehensive knowledge of the Public Service and education sector related legislation and policy initiatives including public examination management and Further Education and Training subjects •Computer literacy •Valid driver's licence •Registration with SACE •The following will serve as recommendations: excellent leadership-, interpersonal-, motivational-, analytical and financial management skills; good written and verbal communications skills; speech writing skills; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking.

Duties: Manage and co-ordinate the Implementation of curriculum within the prescribed national policy in respect of the FET subjects. Serve as nodal point between the MDE and the district regarding broad curriculum for further education and training. Manage and co-ordinate the administration of all matters concerning public examinations at district level. Consult and network with other stakeholders i.r.o. the above.

Post Ref No H3/094 - Bohlabela District Office, Bushbuckridge

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

DEPUTY CHIEF EDUCATION SPECIALIST

Salary: R 341 613 p.a.

DEPUTY CHIEF EDUCATION SPECIALIST: AYIHLOME IFUNDE (5)

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •In depth understanding of the provincial education system and general administration matters is vital, combined with a thorough knowledge of the Public Service Act, Employment of Educators Act, SASA, PFMA and other relevant applicable legislation •Knowledge of the National Curriculum Statements •Ability to assist schools in establishing structures and systems •Good organisational, planning and management skills •Sound independent thinking-, problem-solving and critical analysis skills •Research and report writing skills •Experience in conflict resolution and crisis intervention •Proven negotiation skills. •Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally •Excellent networking skills •A strong interest in the development of the education system •Well developed administrative skills •Ability to conduct impact assessment on service delivery •Willingness to work unusual hours and travel •Ability to work under pressure and produce excellent results •Ability and commitment to meet deadlines •Computer literacy •Valid Code 08 Drivers license •Registration with SACE

Duties: Implement outreach programmes aimed at improving the quality of education in schools and the quality of governance. Promote interaction between the Department and all role-players in the delivery of education and related services. Perform crisis intervention. Perform environmental scanning. Identify schools to be given support in terms of the departmental plans. Ensure that under-performing institutions work within an integrated intervention service delivery model. Liaise with managers in the Department and co-ordinate Executive Council pre-visit reports on issues identified. Hold meetings/road shows/izimbizo with school authorities and members of different communities. Receive and scrutinise issues, investigate these with relevant components, and evaluate responses. Draft a response programme and prepare and co-ordinate feedback to schools and communities after consultation with the relevant stakeholders.

Post Ref No H3/095 - Head Office, Nelspruit

Post Ref No H3/096 - Ehlanzeni District Office, Kanyamazane

Post Ref No H3/097 - Nkangala District Office, Nelspruit

Post Ref No H3/098 - Gert Sibande District Office, Ermelo

Post Ref No H3/099 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr J Nsibande, Tel (013) 766 5895

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

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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 H3/100 - Ermelo 1 Circuit Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/101 - Stan East Circuit Office, Standerton

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/102 - Kwaggafontein East Circuit Office, Kwaggafontein

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

Post Ref No H3/103 - Sabie Circuit Office, Sabie

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

Post Ref No H3/104 - Lubombo Circuit Office, Hoyi

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/105 - White-Hazy 2 Circuit Office, Masoyi

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/106 - Arthurseat Circuit Office, Arthurseat Village, Rooiboklaagte

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

Post Ref No H3/107 - Mkhuhlu Circuit Office, Mkhuhlu

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

DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, as well as at least seven years relevant experience and credible management experience •Good organisational-, planning and management skills •Computer literacy •Valid driver's licence •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 community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

Post Ref No H3/108 - Kanyamazane Education Development Centre, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION LIBRARY- AND IT SERVICES

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Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Sound knowledge and understanding of the implementation of policy, programmes and systems for the provisioning of library- and information services, as well as for the utilisation of computers in education •Good organisational-, planning and management skills •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Manage and co-ordinate the implementation of policy, programmes and systems for the provisioning of library- and information services. Manage the district Education Library for printed and audio-visual media. Implement policy and training on the utilisation of computer hardware and software in learning institutions, education libraries and offices. Implement and maintain systems that would assure quality regarding the providing of library- and information services on a district level.

Post Ref No H3/109 - Bohlabela District Office, Bushbuckridge

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

DEPUTY CHIEF EDUCATION SPECIALIST: PUBLIC EXAMINATIONS

Requirements: An appropriate recognised Bachelor's degree or an equivalent qualification backed by a professional qualification in Education, as well as at least 7 years educator experience •Good organisational and planning skills •A valid driver's licence and computer literacy is a prerequisite •Registration with SACE

Duties: Co-ordinate, develop and manage the administration of all matters concerning public examinations at district level. Manage and co-ordinate performance evaluation audits and performance improvement programmes for learning sites. Co-ordinate internal and public examinations matters. Render examination support services. Consult and network with Departmental stakeholders i.r.o. the above.

Post Ref No H3/110 - Bohlabela District Office, Bushbuckridge

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

DEPUTY CHIEF EDUCATION SPECIALIST: FET (GEOGRAPHY)

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, which should include an appropriate subject as a major subject, as well as at least seven years teaching experience in the specific learning area and teaching phase •Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field •A strong interest in the development of the education system •Good organisational, planning and management skills, and credible curriculum management experience in the FET environment •In depth understanding of the National Curriculum Policy related to the specific learning area •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Develop curriculum frameworks and supplementary educational material in line with the specific field of learning and prescribed National Policy. Formulate policy regarding the learning field's curriculum. Function as line function authority between Head Office and the district implementing structures. Evaluate learning support material. Provide inputs regarding evaluation and certification. Consult and network with stakeholders in respect of the above. Manage, co-ordinate and support the training of curriculum implementers in the districts.

Post Ref No H3/111 - Head Office, Nelspruit

Enquiries: Mr PS Zwane, Tel (013) 766 0997 / 0905

DEPUTY CHIEF EDUCATION SPECIALIST: MUSIC PROGRAMMES

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification in music or specialisation in choral pedagogy, backed by a professional qualification in Education, as well as at least seven years relevant experience •Good organisational, planning and management skills, and credible management experience •Computer literacy •Valid driver's licence •Registration with SACE •Extensive teaching/ management experience in the music environment will be a recommendation.

Duties: Plan, co-ordinate and evaluate the development and implementation of programmes, projects and events for music competitions from circuits up to national level. Plan, co-ordinate and oversee the execution of policy and programmes for the Tirisano Schools Choral Eisteddfod. Plan, co-ordinate and monitor music

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festivals. Prescribe and typeset music for Grades R-4. Select and appoint adjudicators and conductors. Arrange training and workshops for adjudicators and conductors. Initiate and co-ordinate fund raising for programme development and for purchasing of musical instruments from sponsors. Represent the Province to the musical protocol. Maintain a sound financial system. Co-ordinate district activities in regard to the above. Co-ordinate and manage logistical arrangements and support in regard to the above.

Post Ref No H3/112 - Head Office, Nelspruit

Enquiries: Mr PJ Masilela, Tel (013) 766 5870 / 5869

DEPUTY CHIEF EDUCATION SPECIALIST: NUTRITION PROGRAMMES

Requirements:

- An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience
- Sound knowledge of the Public Service and education sector related legislation and policy initiatives
- Sound knowledge and experience of financial management and project management
- Ability to plan, manage, delegate and monitor public administrative functions
- Good written and verbal communications skills as well as report-writing skills
- Innovative, analytical and creative thinking skills
- Strong interpersonal-, motivational-, negotiation-, problem solving and liason skills
- Computer literacy
- Valid driver's licence
- Registration with SACE

Duties: Support the provincial Co-ordinator in regard of the planning, management and monitoring of the implementation of the school nutrition programme, food security and poverty alleviation. Develop and maintain policies and interventions regarding nutrition, poverty alleviation and food security. Foster relations between the respective communities, learners and the private sector and assess the impact that these programmes have on these units. Develop systems that would assure quality regarding the implementation of the mentioned programmes. Administer, control and monitor grants allocated to the various programmes. Maintain a database and information system. Maintain a sound financial and provisioning system. Analyse reports from districts and table recommendations to Management. Prepare management information and reports.

Post Ref No H3/113 - Head Office, Nelspruit

Enquiries: Mr PJ Masilela, Tel (013) 766 5870 / 5869

DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE PLANNING

Requirements:

- An appropriate recognised Bachelor's degree or an equivalent qualification backed by a professional qualification in Education, as well as at least seven years educator 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 licence 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 H3/114 - Nkangala District Office, KwaMhlanga

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

DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL SPORTS, MUSIC AND CULTURE

Requirements:

- An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience
- Experience with the implementation of programmes, projects and events related to school sports, music and diverse culture and heritage programmes
- Good organisational-, planning and management skills
- Computer literacy
- Valid driver's licence
- Registration with SACE

Duties: Function as district Co-ordinator in regard of the planning, management and monitoring of the implementation of programmes, projects and events related to school sports, music and diverse culture and heritage programmes. Implement policies and interventions regarding school sports, music and diverse culture and heritage programmes. Foster relations between the respective communities, learners and the private sector and assess the impact that these programmes have on these units. Implement and maintain systems that would assure quality regarding the implementation of the mentioned programmes. Administer,

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control and monitor grants allocated to the various programmes. Maintain a database and information system. Maintain a sound financial and provisioning system. Analyse reports from schools and table recommendations to Head Office. Prepare management information and reports.

Post Ref No H3/115 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

DEPUTY CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION AND DEVELOPMENT

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Comprehensive knowledge of the education sector related legislation and policies, including the IQMS •Sound knowledge and experience of educational management, project management and HR development strategies •Good organisational- and planning skills •Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills •Report-writing skills •Innovative, analytical and creative thinking skills •Ability to work under pressure •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Manage and co-ordinate the auditing of all professional development needs. Manage and monitor the compilation of an annual integrated report on training needs. Manage and evaluate the co-ordination of the integration of the training menu. Manage the co-ordination of the evaluation and monitoring of the impact of training. Monitor the implementation of the teacher development aspects of the IQMS.

Post Ref No H3/116 - Gert Sibande District Office, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

DEPUTY CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, as well as at least seven years relevant experience •Credible education management experience •Good organisational-, planning and management skills •Computer literacy •Valid driver's licence •Registration with SACE •Previous experience in quality assuring will be a recommendation.

Duties: Improve quality teaching and learning in all learning sites through monitoring and evaluation systems. Plan and implement Whole School Evaluation in all levels of the education system within prescribed national policy. Conduct training on all aspects of Whole School Evaluation policy/IQMS policy. Monitor and evaluate performance of schools. Deal with ETQA matters. Collate and draft reports on Whole School Evaluation. Conduct Whole School Evaluation in schools i.e. pre evaluation, on site evaluation, post evaluation and all other aspects as required in terms of the policy framework. Collect and analyse data for systemic evaluation in respect of the exit points i.e. grade 3 and 6. Monitor the implementation of the Integrated Quality Management System.

Post Ref No H3/117 - Head Office, Nelspruit

Enquiries: Mr ME Zwane, Tel (013) 766 5806 / 5807

DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION CENTRE MANAGER

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification, as well as at least seven years relevant experience and credible management experience •Good organisational-, planning, management and leadership skills •Sound knowledge and proven experience in Project Management •Well developed verbal and written communication skills •Sound knowledge of marketing and financial planning activities •Computer literacy •Valid driver's licence •Registration / provisional registration with SACE. The following will serve as strong recommendations: A relevant postgraduate qualification in Educational Management; Experience in the teaching of science and career guidance as well as working experience in a Science Centre

Duties: Lead and co-ordinate the overall day-to-day management of Centre activities. Lead and support the staff of the Centre to ensure that goals and objectives are achieved. Promote the Centre strategies for the development and effective use of resources. Co-ordinate the development and implementation of the annual Centre Programme. Develop and implement a marketing strategy. Render an advisory service to Centre officials and schools. Co-ordinate the annual budget process for the Centre. Co-ordinate and render support to school groups visiting the Centre. Establish and maintain a data base of information to include records of activities, resources and reference materials available in the Centres. Monitor utilisation of funds

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allocated to the Centre as per delegation. Act as information exchange and disseminate information to the education community and industries. Develop strong vibrant relationships with relevant stakeholders. Produce and disseminate a quarterly newsletter. Network information across the education community and industries served by the Centre. Promote access to and the effective utilisation of resources. Coordinate the development and maintenance of new programs and material. Work in close co-operation with the relevant district- and Head Office staff. Provide relevant and timely management information. Support formal research and Action Research Projects. Be accountable for the Centre quality assurance.

Post Ref No H3/118 - Matimba Village, Emalahleni

Enquiries: Mr H Maritz, Tel (013) 766 5260

SENIOR EDUCATION SPECIALIST

Salary: R 277 194 p.a.

SENIOR EDUCATION SPECIALIST: ABET CURRICULUM

Requirements: •A recognised Bachelor's degree or equivalent qualification in the specific field of the post, backed by a professional qualification in Education and at least five years appropriate experience •Knowledge and understanding of the ABET sector as well as an understanding of district ABET dynamics •Ability to work with people from diverse backgrounds •Valid driver's licence •Registration with SACE. •Fluency in at least three official languages that are spoken in the province will be a recommendation.

Duties: Implement ABET curriculum i.r.o. the specified learning areas and electives. Implement curriculum frameworks. Provide professional support and organise intervention programmes. Facilitate the provision of supplementary educational materials. Provide expert advice on ABET issues. Moderation of site-based assessment. Provide inputs regarding assessment and certification. Evaluate learning support material. Advocacy and stakeholder co-ordination.

Post Ref No H3/119 - Ehlanzeni District Office, Kanyamazane (SES – Life Orientation)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/120 - Bohlabela District Office, Bushbuckridge (SES – HSS ABET Level 1-4)

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

SENIOR EDUCATION SPECIALIST: ABET SYSTEMS MANAGEMENT

Requirements: •A recognised Bachelor's degree or equivalent qualification in the specific field of the post, backed by a professional qualification in Education and at least five years appropriate experience •Knowledge and understanding of the ABET sector as well as an understanding of district ABET dynamics •Ability to work with people from diverse backgrounds •Valid driver's licence •Registration with SACE. •Fluency in at least three official languages that are spoken in the province will be a recommendation.

Duties: Ensure the effective functionality and performance of ABET Centres. Conduct research and render advice on the establishment, suspension and closure of centres. Maintain and administer procedures/ and processes for the registration, amalgamation and de-registration of institutions. Co-ordinate and monitor the establishment and maintenance of accurate information on ABET provisioning in collaboration with EMIS. Implement norms for the annual post establishments of ABET institutions and the filling of posts. Maintain and update data for the provincial literacy initiative and PALC. Co-ordinate the establishment of effective governance, academic and management structures. Conduct ongoing audits of the effective functioning of centre governing bodies, and liaise with EMGD for appropriate training programmes. Analyse and identify professional, educational and resource needs (physical, financial and human). Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, workplan, attendance registers etc. Conduct training interventions and/or information sessions on centre management and education leadership.

Post Ref No H3/121 - Ermelo EDC, Ermelo (2)

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

SENIOR EDUCATION SPECIALIST: ECD SYSTEMS MAINTENANCE

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Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, as well as at least five years relevant experience with regard to ECD Systems Maintenance •Good organisational, planning and management skills, and credible management experience in the Early Childhood Development environment •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Maintain and administer procedures/ and processes for the registration, amalgamation and de-registration of institutions. Co-ordinate and monitor the establishment and maintenance of accurate information on ECD provisioning in collaboration with EMIS. Monitor and ensure the implementation of national/provincial ECD policies. Implement and maintain systems for providing ECD pre school education. Analyse and identify professional, educational and resource needs (physical, financial and human).

Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc.

Post Ref No H3/122 - Bohlabela District Office, Bushbuckridge

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

SENIOR EDUCATION SPECIALIST: ECD AND FOUNDATION PHASE (NUMERACY)

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification in the specific field of the post backed by a professional qualification in Education, as well as at least five years appropriate experience •Knowledge and understanding of the ECD sector as well as an understanding of district ECD dynamics •Ability to work with people from diverse backgrounds •Valid driver's licence •Registration with SACE. •Fluency in at least three official languages that are spoken in the province will be a recommendation.

Duties: Implement ECD curriculum frameworks. Facilitate the provision of supplementary educational materials. Provide specialised services. Provide inputs regarding evaluation and certification and evaluate learning support material. Implement policy regarding the specific learning programme. Monitor and evaluate all ongoing projects and implementation thereof. Monitor and ensure the implementation of national/provincial ECD curriculum policies. Maintain a system for assessment and recognition of prior learning. Implement all on-going projects and the monitoring and evaluation thereof.

Post Ref No H3/123 - Mpuluzi EDC, Ermelo

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/124 - KwaMhlanga EDC, KwaMhlanga

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

SENIOR EDUCATION SPECIALIST: FET

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, which should include the specific subject field as a major subject, as well as at least five years teaching experience in the specific subject and teaching phase •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 licence •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 H3/125 - Evander EDC, Ermelo (SES - Business Studies)

Enquiries: Ms G Motau, Tel (017) 801 6158 or Mr MP Nkosi, Tel (017) 801 6159

Post Ref No H3/126 - Emalahleni EDC, KwaMhlanga (SES - Economics)

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

Post Ref No H3/127 - Ehlanzeni District Office, Kanyamazane (SES - Mathematics)

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Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/128 - KwaMhlanga EDC, KwaMhlanga (SES - Life Science)

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

Post Ref No H3/129 - Ehlanzeni District Office, Kanyamazane (SES - English)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/130 - KwaMhlanga EDC, KwaMhlanga (SES - IsiNdebele)

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

Post Ref No H3/131 - Moretele EDC, KwaMhlanga (SES - IsiNdebele)

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

Post Ref No H3/132 - Ehlanzeni District Office, Kanyamazane (SES - Siswati)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/133 - Ehlanzeni District Office, Kanyamazane (SES - English)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/134 - Ehlanzeni District Office, Kanyamazane (SES - Dance / Music)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/135 - Ehlanzeni District Office, Kanyamazane (SES - Agricultural Sciences)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

SENIOR EDUCATION SPECIALIST: DISABILITY MATTERS

Requirements: •An appropriate recognised three-year Bachelor's degree or equivalent qualification backed by a professional qualification in Education plus at least five years relevant experience •Valid driver's licence •Registration with SACE. •Training in Educational Psychology •Knowledge of psychometric tests. Recommendations: •A relevant postgraduate qualification •Appropriate experience in the education of learners with barriers and in guidance/counseling •Managerial experience

Duties: Implement and evaluate a district support system to facilitate and support learners with disabilities and their placement in the education system. Facilitate the provision of resources and physical facilities for disabled learners. Facilitate the transformation of mainstream schools and the establishment of an access system for disabled learners. Develop, implement and monitor programmes for learners with specific disabilities. Develop INSET programmes for educators. Establish and maintain a communication network and liaise with sister departments with regard to disability issues.

Post Ref No H3/136 - Bohlabela District Office, Bushbuckridge

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

Post Ref No H3/137 - KwaMhlanga EDC, KwaMhlanga

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

SENIOR EDUCATION SPECIALIST: LIFE SKILLS

Requirements: An appropriate recognised three-year Bachelor's degree or equivalent qualification backed by a professional qualification in Education as well as at least five years relevant experience •Advanced verbal and written communication skills •Sound knowledge of/experience in Departmental and Provincial Life Skills (HIV/Aids) policies, programs and strategies •Analytical and research skills •Well developed strategic planning and organisational skills •Ability to work under pressure and meet deadlines •Excellent report writing skills •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Plan and implement the HIV/Aids Education programme for schools so that the main focus is on prevention education, care & support as well as management of HIV/Aids in schools. Facilitate HIV/Aids learner support material. Monitor and evaluate all HIV/Aids interventions at district level.

Post Ref No H3/138 - Bohlabela District Office, Bushbuckridge

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

SENIOR EDUCATION SPECIALIST: LEARNER AFFAIRS & YOUTH DEVELOPMENT

Requirements: An appropriate recognised three-year Bachelor's degree or equivalent qualification backed by a professional qualification in Education as well as at least five years relevant experience •Advanced verbal and written communication skills •Sound knowledge of/experience in youth development policies, programs and strategies •Analytical and research skills •Well developed strategic planning and organisational skills •Ability to work under pressure and meet deadlines •Excellent report writing skills •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Co-ordinate and implement learner affairs development programmes. Arrange and co-ordinate Youth camps, seminars and conferences on district level. Monitor the implementation of relevant policies. Develop materials for capacity building. Liaise with Youth Commission representatives regarding youth development issues. Provide learner and youth support in the district.

Post Ref No H3/139 - Bohlabela District Office, Bushbuckridge

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

SENIOR EDUCATION SPECIALIST: SENIOR PHASE

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, which should include the specific subject field as a major subject, as well as at least seven years teaching experience in the specific subject and teaching phase •Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field •A strong interest in the development of the education system •Good organisational, planning and management skills, and credible curriculum management experience in the GET environment •In depth understanding of the National Curriculum Policy related to the specific subject •Computer literacy •Valid driver's licence •Registration with SACE

Duties: Implement policy regarding GET 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 H3/140 - Moretele EDC, KwaMhlanga (SES - Social Science)

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

Post Ref No H3/141 - Ehlanzeni District Office, Kanyamazane (SES - Mathematics)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

Post Ref No H3/142 - Ehlanzeni District Office, Kanyamazane (SES - English)

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

SENIOR EDUCATION SPECIALIST (CENTRE MANAGER): MONDI SCIENCE CENTRE

Requirements: •An appropriate recognized Bachelor's degree or equivalent qualification in Science Education backed by a professional qualification as well as at least five years' experience in Science Education and credible management experience in the field of physics and chemistry •Knowledge and experience in teaching Physical Sciences and performing Physical Sciences practical work.

•Good organisational, planning and management skills •Experience in working with big groups •Sound knowledge of Project Management •Well developed verbal and written communication skills •Good interpersonal skills •Sound knowledge of marketing and financial planning activities •Computer Literacy •Valid driver's license •Registration with SACE. Recommendation: •A relevant postgraduate qualification in Science Education

Duties: Manage the Science Centre staff and resources. Develop and ensure the effective implementation of the annual Centre programme. Draft an annual budget for the Centre. Develop models and present practical work to large groups of learners. Manage, co-ordinate and control school groups visiting the Centre.

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Develop and maintain a data base of Centre activities. Develop and sustain new programs and material. Interact with FET Colleges and Higher Education Institutions. Work in close co-operation with the Natural Science and Physical Science Curriculum staff in the Head Office and district. Demonstrate Science concepts creatively. Write reports as required. Support formal research and Action Research Projects.

Post Ref No H3/143 - Mondl Science Centre, Piet Retief

Enquiries: Mr M Mnguni, Tel (017) 826 5703

EDUCATION SPECIALIST: LIBRARY- AND INFORMATION SERVICES

Salary: R 232 803 p.a.

Requirements: •An appropriate recognised Bachelor's degree or postgraduate Diploma in Librarianship backed by a professional qualification in Education, and at least three years relevant experience •Registration with SACE

Duties: Develop and manage a district educational library. Operate a video lending division to schools.

Post Ref No H3/144 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0509

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. **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 18 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.

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*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 18 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.