



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

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

## **CHIEF EDUCATION SPECIALIST: TECHNOLOGY PROGRAMMES**

**Salary: An all-inclusive remuneration package of R 612 549 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.**

**Requirements:**

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

**Duties:**

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

**Post Ref No H4/145 - Mst Academy, Emalahleni. This is a re-advertisement of Post Ref.No: H2/004 previously advertised in the City Press of 16 June 2013. Interested applicants should re-apply.**

**Enquiries:**

Ms. V Mkhwanazi, Tel (013) 766 0994

## **EDUCATION PSYCHOLOGIST**

### **(SCHOOL BASED): SPECIAL SCHOOL**

**An all inclusive remuneration package will be determined in accordance with experience as per OSD determination as follows:**

**Grade 1: R 477 624 p.a. (no relevant post HPCSA registration experience required)**

**Grade 2: R 562 614 p.a. (8 years relevant post HPCSA registration experience)**

**Grade 3: R 652 938 p.a. (16 years relevant post HPCSA registration experience)**

## H4 ADVERT FOR CITY PRESS 20131020

**Requirements:** An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Registration with the HPCSA as a Psychologist as well as registration with SACE. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Psychologist who performed Community Service. Valid driver's license. Experience in education will be an advantage. Good verbal and written communication skills. Computer literacy. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process.

**Duties:** Provide psycho-educational support services at schools, to learners, educators, parents and professionals. Provide guidance and psycho therapy to learners who may have psychological intellectual and behavioral challenges and socio-economic deprivation. Develop and organise therapy programmes that identify, assess and support the eradication of barriers to learning. Coordinate the multi disciplinary team. Render hostel duty.

**Post Ref No H4/146 - Ethokomala Reform School, Kinross. This is a re-advertisement of Post Ref.No: G2/159 previously advertised in the City Press of 15 March 2012. Interested applicants should re-apply.**

**Post Ref No H4/147 - Vikelwa School of Industries, Ogies. This is a re-advertisement of Post Ref.No: G2/162 previously advertised in the City Press of 15 March 2012. Interested applicants should re-apply.**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5885

**Post Ref No H4/148 - Tsakane Special School, Acornhoek**

**Enquiries:** Dr MC Pieterse, Tel (013) 766 5875

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## CLINICAL NURSE PRACTITIONER GR 1: BOARDING SCHOOL

**Salary: R 256 584 p.a.**

**Requirements:** A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.

**Duties:** Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

**Post Ref No H4/149 - Izimbali Combined Boarding School, Amsterdam (2 posts)**

**Enquiries:** Ms IP Msiza, Tel (017) 801 5098

**Post Ref No H4/150 - Emakhazeni Boarding School, Watervalboven (2 posts)**

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

**Post Ref No H4/151 - Tsakane Special School, Acornhoek**

**Enquiries:** Dr MC Pieterse, Tel (013) 766 5875

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## ASSISTANT DIRECTOR: FINANCIAL REPORTING

**Salary: R 252 144 p.a.**

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**Requirements:** A BCom degree or equivalent with Financial Accounting as major or Gr.12, plus sufficient credible experience. Competencies: Sound knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good interpersonal and liason skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Valid Drivers license. Good computer user knowledge and experience.

**Duties:** Compile Monthly, Quarterly and Annual Financial Statements. Assist with the analyses of financial reports. Monitor and update financial reporting guidelines and systems. Guard against misallocation of Expenditure. Render secretarial services to Audit Steering Committees. Coordinate external Audit queries and responses. Coordinate internal Audit queries and responses.

**Post Ref No H4/152 - Head Office, Nelspruit (4 posts)**

**Enquiries:** Mr. A Thela, Tel (013) 766 5460

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## HOSTEL SUPERINTENDENT: BOARDING SCHOOL

**Salary: R 252 144 p.a.**

**Requirements:** Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.

**Duties:** Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.

**Post Ref No H4/153 - Izimbali Combined Boarding School, Amsterdam**

**Enquiries:** Ms IP Msiza, Tel (017) 801 5098

**Post Ref No H4/154 - Emakhazeni Boarding School, Watervalboven**

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

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## EDUCATION THERAPIST (SCHOOL BASED): SPECIAL SCHOOL

**Salary will be determined in accordance with experience as per OSD determination as follows:**

**Grade 1: R 211 902 p.a. (no relevant post HPCSA registration experience required)**

**Grade 2: R 249 612 p.a. (10 years relevant post HPCSA registration experience)**

**Grade 3: R 294 036 p.a. (20 years relevant post HPCSA registration experience)**

## H4 ADVERT FOR CITY PRESS 20131020

**Requirements:** An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process.

**Duties:** Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

**Post Ref No H4/155 – Education Therapist (Occupational Therapist) Tsakane Special School, Acornhoek**

**Post Ref No H4/156 - Education Therapist (Speech Therapist) Tsakane Special School, Acornhoek**

**Enquiries:** Dr MC Pieterse, Tel (013) 766 5875

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## ADMIN OFFICER: BOARDING SCHOOL

**Salary: R 170 799 p.a.**

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience. A valid drivers license will be an advantage.

**Duties:** Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

**Post Ref No H4/157 - Izimbali Combined Boarding School, Amsterdam**

**Enquiries:** Ms IP Msiza, Tel (017) 801 5098

**Post Ref No H4/158 - Emakhazeni Boarding School, Watervalboven (2 posts)**

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

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## **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid drivers license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered.

**NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

**NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.**

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**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 7 November 2013 at 16h00.

**NOTE:**

\*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

\*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

**\*To enable the Department to promote employment equity in terms of persons with disabilities, applicants with disabilities who wish to apply for these posts are requested to attach documentary proof substantiating his/her disability.**

\*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.

\*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

\*All short listed candidates will be subject to a vetting process prior to appointment.

\*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

**CLOSING DATE:**

The closing date for the receipt of all applications is **16:00 on Thursday 7 November 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.