

MPUMALANGA DEPARTMENT OF EDUCATION



NOVEMBER 2013 OPEN VACANCY LIST

**PROMOTIONAL EDUCATOR POSTS
AND CRITICAL SUPPORT STAFF
POSTS IN SCHOOLS**

OPEN VACANCY LIST – NOVEMBER 2013

PROMOTIONAL EDUCATOR POSTS AND CRITICAL SUPPORT POSTS IN SCHOOLS

1. IMPORTANT NOTICE

The November 2013 Open Vacancy List serves to -

- advertise vacant principal posts;
- advertise promotional educator posts and support staff posts in schools

The Vacancy List is compiled per District, and is alphabetically sorted according to Circuits and Schools. The contact number of the school or the circuit office to which the school is currently attached has been provided in all cases for purposes of enquiries.

The educator posts in this Vacancy List are advertised in terms of section 6(1)(2)(3) and 7(1), of the Employment of Educators Act, 1998, as amended, read with ELRC Resolution No 2 of 2003.

The Mpumalanga Department of Education reserves the right to amend the salary levels of principal posts should the grading of a school change, as well as to withdraw any advertised post should it be deemed necessary.

This Vacancy List as well as all related documents can also be accessed on the Departmental website at www.mpumalanga.gov.za/education/, selecting the Vacancies icon.

2. DATE OF COMMENCEMENT OF DUTY

The District Directors or the delegated officials will consider the recommendations of the legally constituted governing bodies regarding these posts. If the District Director or delegated official approves a recommendation, the relevant District HR Component will issue a formal offer letter of appointment. **No candidate may assume duty in an advertised post until such time that he/she receives a formal approval of appointment from the District Office.**

If the candidate accepts the offered post, Form EDU 4 (Notice of Assumption of Duty) should be completed and submitted to the relevant District HR Component as soon as he/she formally assumes the duties of the advertised post in question. On receipt of the Form EDU 4, the relevant District HR Component will implement the necessary pay point - and/or salary adjustments as well as issue a final detailed letter of appointment.

3. CLOSING DATE FOR APPLICATIONS

The closing time and date for the physical receipt of applications at the District Offices is **15h00 on Thursday 4 December 2013**. No applications received by the relevant District HR Components after the closing date and time will be considered.

The Department takes no responsibility for applications that are lost, or that are received after the closing date and time - even if said applications were sent through Post Office speed services or a courier service. Incomplete applications, applications with wrong or incomplete post numbers and applications which are sent to wrong addresses and/or which reach their destination after the deadline, will not be considered.

4. PROCEDURE WHEN APPLYING

Separate application forms should be submitted for **every** vacancy per the appropriate application form i.e.:

- **Form EDU1: Application for a Teaching Post**, of which an example is attached, should be utilised to apply for any advertised **educator** post; or
- **Form Z83 obtainable from any Public Service Department**, of which an example is also attached, should be utilised to apply for any advertised **non-educator support staff** post. Applicants for these posts must in all cases also complete Part B of Form Z 83, even if they are attaching a CV.

Originally recent certified copies of qualifications and RSA Identity Document - certified within the past 3 months - should be attached in all cases, while applicants for educator posts should also attach an originally certified copy of their SACE registration certificate – also certified within the past 3 months. Applicants for educator posts however do not have to attach certified copies of their Senior Certificates if they have attached certified copies of their tertiary qualifications. Applications without certified copies of the required documents as outlined will not be considered. Please note that a passport or driver's license will not be accepted in lieu of an Identity Document.

It is in the applicant's own interest to include an updated Curriculum Vita as well as certified copies of testimonials and other supporting documents to each application form. Original documents will not be returned.

The complete post number of the vacancy for which an application is made as well as the applicant's PERSAL number (if already employed by Government) must be indicated on the application form. The envelope is to be marked "**APPLICATION FOR ADVERTISED POST – NOVEMBER 2013**".

Applicants must ensure that all the information provided on the Application Form is correct, especially the Post Reference Number of the advertised post in question.

The Department does not accept responsibility for post reference numbers which have been omitted or filled in incorrectly on the application form, and such applications will not be considered.

Applications should be addressed to the relevant district office to which the school in question is attached, as indicated at the top of every page of the Vacancy List.

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE GERT SIBANDE DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Gert Sibande District
Attention: HR Provisioning
Private Bag x 9029
Ermelo
2350

FOR DELIVERY BY COURIER

Section: HR Provisioning,
De Jager Street 2,
Ermelo.

(A container for hand-delivered applications will be placed with the HR Registry, but will be removed on **4 December 2013 at 15h00**)

ENQUIRIES

Mr. Xolani Hlatshwayo
☎ (017) 801 5251

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE NKANGALA DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Nkangala District
Attention: HR Provisioning
Private Bag x 4021
KwaMhlanga
1022

FOR DELIVERY BY COURIER

Section: HR Provisioning,
KwaMhlanga Government Complex,
Building No 5, Ground Floor.

(A container for hand-delivered applications will be placed at the Ex-Technikon Building 9, KwaMhlanga, but will be removed on **4 December 2013 at 15h00**)

ENQUIRIES

Ms Stella Ratshefola
☎ (013) 947 1773

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE EHLANZENI DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Ehlanzeni District
Attention: HR Provisioning
Private Bag x 1014
Kanyamazane
1214

FOR DELIVERY BY COURIER

Section: HR Provisioning,
(Former Mgwanya College Buildings),
Kanyamazane.

(A container for hand-delivered applications will be placed with the HR Registry, but will be removed on **4 December 2013 at 15h00**)

ENQUIRIES

Ms Thandi Chiloane
☎ (013) 766 0493

• **APPLICATIONS FOR POSTS ADVERTISED FOR SCHOOLS IN THE BOHLABELA DISTRICT**

FOR DELIVERY BY MAIL

The District Director
Bohlabela District
Attention: HR Provisioning
Private Bag x 1024
Hazyview
1242

FOR DELIVERY BY COURIER

Section: HR Provisioning,
(Former Mapulaneng College Buildings),
Bushbuckridge.

(A container for hand-delivered applications will be placed with the HR Registry, but will be removed on **4 December 2013 at 15h00**)

ENQUIRIES

Mr. TZ Magoane
☎ (013) 766 7410
☎ 078 483 5403

NB! Applications that are sent by fax will under no circumstances be considered.

5. ADVERTISED EDUCATOR POSTS: APPOINTMENT REQUIREMENTS AND SALARY

General Appointment Requirements (Educator posts)

An educator can only be appointed if he/she is either a South African citizen or has been granted permanent residency, holds an appropriate professional qualification, is of sound character, is medically fit and is registered with the South African Council for Educators. Educators who took the Voluntary Severance Package (VSP) will not be considered for appointment. Medically boarded Educators must first be declared medically fit before they can apply for re-employment. Please note that the applications of applicants, who have already reached the compulsory retirement age of 65, will not be considered.

5.2 Minimum Requirements in terms of Qualifications (Educator posts)

All persons must have at least a recognised three-year qualification (REQV13) that must include appropriate training as a teacher in order to qualify for appointment as an educator. Where applicants do not comply with the requirements (REQV 13), but it is nevertheless essential to appoint them, such cases will be regarded as individual relaxations of the requirements and the successful applicants will be remunerated in accordance with the appropriate lower salary levels. The Department reserves the right to verify the qualifications of recommended candidates prior to the issuing of an offer of appointment. Foreign qualifications are subject to evaluation by the national Department of Higher Education in Pretoria.

Successful candidates will be subject to Vetting Processes prior to appointment. The outcome of the Vetting Process will be taken into consideration when making recommendations to the delegated authority, and if the vetting results indicate that the recommended candidate is not suitable for appointment, the next candidate will be considered for appointment.

5.3 Minimum Requirements in terms of Experience (Educator posts)

Actual educator experience as well as appropriate experience will be taken into account for purposes of short listing and appointment. Appropriate experience includes knowledge, skill and attitude e.g. knowledge of material conditions in a primary school may be appropriate experience for appointment in a primary school.

The minimum requirements in respect of experience for appointment to the different educator posts in schools are as follows:

POST	YEARS OF EXPERIENCE
Principal S1	0
Principal P1	3
Principal P2	5
Principal P3	7
Principal P4	7
Principal P5	8
Deputy Principal	5
Departmental Head	3

In terms of the above, an applicant with an REQV13 qualification will for instance need at least five years actual experience to be eligible to apply for a vacant post of Principal P2.

5.4 Requirements in terms of Language (Educator posts)

For permanent appointment to an advertised post, due consideration should be given to the requirements of said post in respect of language competence.

5.5 Salary (Educator posts)

The salaries of successful applicants are determined according to the measures as approved by the Minister of Basic Education. The minimum (entry) notch for the different posts is as follows:

POST	REQV	NOTCH CODE	MINIMUM NOTCH PER ANNUM
Principal S1	13+	056	R 140 013
Principal P1	13+	108	R 232 803
Principal P2	13+	126	R 277 194
Principal P3	13+	144	R 331 563
Principal P4	13+	159	R 383 199
Principal P5	13+	180	R 472 239
Deputy Principal	13+	126	R 277 194
Departmental Head	13+	108	R 232 803

6. ADVERTISED NON-EDUCATOR SUPPORT STAFF POSTS - APPOINTMENT REQUIREMENTS AND SALARY

6.1 General Appointment Requirements (Non-educator support staff posts)

An applicant can only be appointed to a vacant posts created in terms of the Public Service Act, 1994 (Act 103 of 1994); advertised in this Vacancy List, if he/she is either a South African citizen or has been granted permanent residency, holds the required qualification, meets the health requirements of the post and is of sound character. Applicants who were previously employed by Government and who took the Voluntary Severance Package (VSP) will not be considered for appointment. Medically boarded applicants must first be declared medically fit before they can apply for employment. Please note that applicants who have already reached the compulsory retirement age of 65, will not be considered. The Department reserves the right to verify the qualifications of recommended candidates prior to the issuing of an offer of appointment. Foreign qualifications are subject to evaluation by the national Department of Education in Pretoria.

6.2 Job Specific Requirements and Duties as well as Entry Salary (Non-educator support staff posts)

As a result of space constraints, the job specific requirements and range of possible duties applicable to the various post designations could not be repeated under every post designation in the attached Vacancy List. All prospective applicants and other role-players are therefore referred to the job specific requirements and range of possible duties as set out below:

ADMIN CLERK

Requirements:	Grade 12 certificate. <u>Competencies:</u> 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. A valid drivers license may be a recommendation. Previous experience relevant to the operational profile of the post maybe a recommendation, Practical knowledge, skills as well as experience pertaining to particular software applications e.g. MS Office, Pastel etc. may be a recommendation.
Possible Range of Duties:	Render <u>financial administration</u> support services, including the collection of school funds, banking, managing the financial books etc. Render <u>logistical administration</u> support services, including the control of assets, the administration of school stores and the control of stock e.g. cleaning materials. Render <u>HR administration</u> support services, including payroll verification, and enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render <u>general administration</u> 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.
Entry Salary:	R 115 212 p.a. (SR05)

CLEANER

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. <u>Competencies:</u> 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.
Possible Range of Duties:	Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock.
Entry Salary:	R68 010 p.a. (SR02)

GENERAL WORKER

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. <u>Competencies:</u> 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.
Possible Range of Duties:	A. Duties related to cleaning: Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock. B. Duties related to grounds maintenance: Maintain buildings, facilities, drainage systems and other institutional structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrain. Assist with cleaning/ household duties.
Entry Salary:	R68 010 p.a. (SR02)

FOOD SERVICES AID

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 food preparation, the serving of food and 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.
Possible Range of Duties:	Peel vegetables. Assist with the preparation of food and beverages. Lay and clear tables. Serve food and beverages. Render dish washing duties. Clean kitchen and dining room surfaces, furniture and appliances as well as hostel facilities as required.
Entry Salary:	R63 135 p.a. (SR01)

7. ADVERTISED EDUCATOR POSTS: SELECTION- AND APPOINTMENT PROCESSES

- 7.1 Please note that all processes pertaining to the appointment of educators in institutions must be in line with section 6(3) of the Employment of Educators Act, 1998, as amended by section 7 of the Education Laws Amendment Act, No 24 of 2005.
- 7.2 It should further be noted that the power to appoint school-based educators in promotional posts on post levels 2 to 4 is currently delegated to District Directors in the Mpumalanga Department of Education.
- 7.3 Any appointment, promotion or transfer to any post on the educator establishment of a public school may only be made on the recommendation of the governing body of the school, and if there are educators in the Mpumalanga Department of Education who are in excess of the educator establishment of a public school due to operational requirements, that recommendation may be made from candidates identified by the Head of Department, who are in excess and suitable for the post concerned.
- 7.4 Only legally constituted school governing bodies may make recommendations for appointment. Until the relevant governing body is established, the appointment, promotion or transfer in a temporary capacity to any promotional post on the educator establishment must be made by the District Director where a new public school is established in terms of the South African Schools Act, 1996, and any applicable provincial law.
- 7.5 In considering the applications, the governing body must ensure that the principles of equity, redress and representativity are complied with, and the governing body or council **must** adhere to –
- a. the democratic values and principles referred to in section 7(1) of the Employment of Educators Act, 1998, i.e. equality, equity and the other democratic values and principles which are contemplated in section 195(1) of the Constitution of the Republic of South Africa, 1996, and which include the ability of the candidate, and the need to redress the imbalances of the past in order to achieve broad representation;
 - b. any procedure collectively agreed upon or determined by the Minister for the appointment, promotion or transfer of educators;
 - c. any requirement collectively agreed upon or determined by the Minister for the appointment, promotion or transfer of educators which the candidate must meet;
 - d. a procedure whereby it is established that the candidate is registered or qualifies for registration as an educator with the South African Council for Educators; and
 - e. procedures that would ensure that the recommendation is not obtained through undue influence on the members of the governing body or the council, as the case may be.
- 7.6 The governing body must ensure that the principles of equity are taken into account with a view to specifically address the following areas of under- representation as identified in the Departmental Employment Equity Plan:
- 7.6.1 The provincial Gender ratio reveals that women make up 51% of the population and Men 49%. The Gender profile for teachers in the province reveals that women make up two thirds of the teaching workforce in the province, while men represent only one third. Despite this the analysis of gender equity over post levels indicates under-representation of women in Deputy Principal - and Principal posts. The Department over the next 2 years needs to work toward achieving 50% representation of women in these post levels, and the application of the Equity plan must at the same time be managed in such a way that male teachers do not feel threatened in terms of proceeding along a career path within the MDE. The current position of the respective districts should be noted for purposes of benchmarking the districts' progress towards achieving the 50% gender equity goal in respect of Deputy Principal - and Principal posts:

Office	Serving Female Principals	% Female Principals	Serving Female Deputy Principals	Percentage Female Deputy Principals
Bohlabela	106	29.53%	87	41.43%
Ehlanzeni	110	32.35%	164	46.59%
Gert Sibande	206	41.04%	124	43.06%
Nkangala	171	34.20%	128	44.14%
Provincial Total	593	34.86%	503	44.12%

7.6.2 The Department should furthermore adhere to the national target that **2%** of all staff should consist of people with disabilities. In this regard all offices and levels are not even close to compliance with the said national target, and every opportunity to employ or promote a person with disability should be utilised to ensure that people who were discriminated against in the workplace in terms of disability, are empowered to enable them to gain access to and compete for all posts, including those at the highest level.

7.7 All SGB's are reminded that educator posts advertised in this Vacancy List are all created in terms of the Employment of Educators Act, 1998 (Act 76 of 1998); and only unions party to the Educator Labour Relations Council (ELRC) should be invited as observers to the selection processes. Please note that the observer status should be based on the status of the post (i.e. educator or non-educator) and not on any member's personal affiliation and teacher unions should only be invited to observe proceedings in respect of educator posts.

7.8 On conclusion of the short listing- and selection processes as prescribed, the governing body must submit to the District Director through the line function, a list of at least three names of recommended candidates in order of preference; or fewer than three candidates in consultation with the District Director.

7.9 When the District Director considers the recommendation contemplated in paragraph 7.8, he or she is required, before making an appointment, to ensure that the governing body has met the requirements in paragraphs 7.5 and 7.6. If the governing body has not met these requirements the District Director must decline the recommendation.

7.10 Despite the order of preference of the governing body's recommended candidate list, the District Director may appoint any suitable candidate on the list.

7.11 If the District Director declines a governing body's recommendation, he or she must consider all the applications submitted for the post, apply the requirements in paragraphs 7.5 and 7.6, and either appoint a suitable candidate in a temporary capacity with a view to making that appointment permanent, or re-advertise the post. If the District Director decides to appoint one of the applicants - other than a person on the list recommended by the governing body - in a temporary capacity, the governing body or council may appeal the decision of the District Director to the MEC within 14 days. This appeal must be finalised by the MEC within 30 days. If no appeal is lodged within 14 days, the District Director may convert the temporary appointment into a permanent appointment in terms of section 6B of the Employment of Educators Act, 1998, as amended.

8. ADVERTISED NON-EDUCATOR SUPPORT STAFF POSTS: SELECTION- AND APPOINTMENT PROCESSES

8.1 The measures as outlined in the Departmental Recruitment Policy should be applied for the filling of support staff posts in schools advertised in this Vacancy List.

8.2 It should further be noted that the power to appoint school-based support staff is currently delegated to District Directors in the Mpumalanga Department of Education.

8.3 All SGB's are reminded that for the Support posts advertised in this Vacancy Lists are all created in terms of the Public Service Act, 1994 (Act 103 of 1994); and only unions party to the General Public Service Sector Bargaining Council (GPSSBC) should be invited as observers to the selection processes. Please note that the observer status should be based on the status of the post (i.e. educator or non-educator) and not on any member's personal affiliation, and only non-teacher unions should be invited to observe proceedings in respect of non-educator posts.

9. MINUTES OF PROCEEDINGS – ALL ADVERTISED POSTS

The minutes of the selection and interviewing process serves as a record of such proceedings as well as the reference documents in case of any grievances. The Head of Department or the delegated official needs to ascertain that all selection and interviewing processes were conducted fairly and in accordance with the negotiated terms of reference, before granting approval. Minutes of the selection and interviewing process should contain the following:

- Particulars of advertised post

- Composition of selection committee (names and capacity)
- Confirmation of legality of Governing Body
- Schedule of all applicants
- Minutes of short-listing meeting, which should include the post profile, the final shortlist, as well as the reasons why applicants were eliminated from the shortlist (e.g. do not meet the requirements in terms of qualification/experience, or do not compare with the short listed candidates in terms of qualifications/experience, etc.)
- Date and venue of interviews
- Discussion of interviewed candidates who are recommended to be potential candidates, in preferential order with due motivation
- Discussion of interviewed applicants who are eliminated with due motivation
- Final recommendations of Governing Body in order of preference
- Panel members must initial all pages of the minutes and sign the minutes
- Declaration by either the Educator union representatives or Public Service union representatives, as applicable, that the process of short listing and interviewing was fair.

10. SUBMISSION OF DOCUMENTS - ALL ADVERTISED POSTS

A governing body shall make a recommendation **within two months** from the date on which the governing body received the scheduled applications from the district office, failing which the District Director may make an appointment without such recommendations. In view of the continued delays experienced in regard to the filling of advertised posts, District Directors and Circuit Managers are required to apply this provision immediately and without fail in regard of posts advertised in this Vacancy List.

The following documents should be submitted to the relevant Circuit Manager:

- Minutes of short listing and interviewing proceedings (as set out in paragraph 9)
- Original applications of those applicants who were recommended for appointment on the Governing Body's preferential list as candidates No 1 to No 3, together with certified copies of their personal documents which should also include their identity documents, qualifications and SACE registration certificates.

If the Circuit Manager disagrees with a recommendation made by the selection committee, he/she must attach a full motivation regarding the objection together with all the documentation submitted by the Governing Body. Circuit Managers must - without exception - submit recommendations from Governing Bodies to the district HR component **within 10 working days** of receipt thereof.

11. NOTIFICATION OF APPLICANTS – ALL ADVERTISED POSTS

The relevant District HR Component will in all cases inform successful candidates, and copies of the offer letters will be forwarded to the school in question through the Circuit Manager.

The institution/SGB will inform all unsuccessful applicants in writing, within eight weeks of an appointment being made.