

**The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons permanently residing in Mpumalanga Province for Internship appointments on a 12 month contract as set out below.**

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| **INTERSHIP** |
| **NQF level 6 up to NQF Level 8 Qualifications Salary: R64 245.30 per annum as well as a cash allowance equal to 37 % of the basic salary in lieu of service benefits excluding leave. The successful candidates will be required to sign an employment contract and will be subjected to a Personnel Suitability Screening for employment purposes.**  |
| **Duties:** | Work for the employer in terms of the period as specified in the Internship Agreement and employment contract. Be available for and participate in all learning and work experience required by the employer. Comply with workplace policies and procedures. Complete any timesheets or any written reports supplied by the department to record relevant workplace experience. Enter into an agreement with a mentor as arranged by the employer. Meet with the mentor and discuss her or his experience on the Internship programme. Participate in the general activities of the department in which the Internship activities take place. Take full advantage of the training and development opportunities available to him/her. Demonstrate willingness to participate through work experience. Participate in induction and orientation programmes as arranged by the employer. Provide a record of his/her Internship experience to the employer (e.g. portfolio).. |
| **Enquiries:** | Mr. PA Ndlovu, Tel (013) 766 5276 or Mr. JD Lushaba, Tel (013) 766 5002 |

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| **POST REFERENCE NUMBER:** | **CENTRE:** | **COMPONENT** | **FIELD OF SPECIALIZATION** | **QUALIFICATION REQUIREMENTS:** |
| **M4/060** | **HEAD OFFICE** | **QUALITY ASSURANCE** | **ADMINISTRATION** | **DEGREE IN PUBLIC MANAGEMENT / PUBLIC ADMINISTRATION / HUMAN RESOURCES MANAGEMENT** |
| **M4/027** | **NKANGALA DISTRICT OFFICE** | **S/DIR: GENERAL EDUCATION AND TRAINING** |
| **M4/028** | **NKANGALA DISTRICT OFFICE** | **DIV: EARLY CHILDHOOD DEVELOPMENT** |
| **M4/029** | **NKANGALA DISTRICT OFFICE** | **S/DIR: FURTHER EDUCATION AND TRAINING** |
| **M4/030** | **NKANGALA DISTRICT OFFICE** | **S/DIV: PHYSICAL, MATHS, COMPUTER AND LIFE SCIENCE** |
| **M4/031** | **EHLANZENI DISTRICT OFFICE** | **S/DIR: GENERAL EDUCATION AND TRAINING** |
| **M4/032** | **BOHLABELA DISTRICT OFFICE** | **S/DIR: CIRCUIT CO-ORDINATION** |
| **M4/033** | **HEAD OFFICE** | **DIR: COMMUNICATION** | **COMMUNICATION** | **DEGREE IN COMMUNICATION / JOURNALISM / MEDIA STUDIES / PUBLIC RELATIONS** |
| **M4/034** | **NKANGALA DISTRICT OFFICE** | **DIV: COMMUNICATION** |
| **M4/035** | **EHLANZENI DISTRICT OFFICE** | **DIV: COMMUNICATION** |
| **M4/036** | **BOHLABELA DISTRICT OFFICE** | **DIV: COMMUNICATION** |
| **M4/037** | **GERT SIBANDE DISTRICT OFFICE** | **DIV: NUTRITION & LIFE SKILLS** | **CONSUMER STUDIES** | **DIPLOMA / DEGREE IN CONSUMER SCIENCE OR RELATED FIELD** |
| **M4/038** | **HEAD OFFICE** | **S/DIR: EMPLOYEE HEALTH & WELLNESS** | **EMPLOYEE HEALTH AND WELLNESS** | **DEGREE IN PSYCHOLOGY / SOCIAL WORK OR RELATED FIELD** |
| **M4/039** | **BOHLABELA DISTRICT OFFICE** | **DIV: EMPLOYEE HEALTH & WELLNESS PROGRAMMES (EHWP)** |
| **M4/040** | **HEAD OFFICE** | **DIR: FINANCIAL ACCOUNTING** | **FINANCE** | **DEGREE IN ACCOUNTING / AUDITING / FINANCE** |
| **M4/041** | **HEAD OFFICE** | **DIR: SUPPLY CHAIN MANAGEMENT** |
| **M4/042** | **HEAD OFFICE** | **S/DIR: ASSET MANAGEMENT** |
| **M4/043** | **NKANGALA DISTRICT OFFICE** | **DIV: ASSET MANAGEMENT** |
| **M4/044** | **EHLANZENI DISTRICT OFFICE** | **DIV: FINANCIAL ACCOUNTING** |
| **M4/045** | **BOHLABELA DISTRICT OFFICE** | **DIV: FINANCIAL ACCOUNTING** |
| **M4/046** | **BOHLABELA DISTRICT OFFICE** | **DIV: ASSET MANAGEMENT** |
| **M4/047** | **HEAD OFFICE** | **DIV: IMMOVABLE ASSET MANAGEMENT (E/S)** | **FINANCE AND ENGINEERING** | **DEGREE IN ACCOUNTING / AUDITING / FINANCE / CIVIL ENGINEERING** |
| **M4/048** | **NKANGALA DISTRICT OFFICE** | **S/DIV: IMMOVABLE ASSET MANAGEMENT (E/S)** |
| **M4/049** | **HEAD OFFICE** | **S/DIR: FINANCIAL REPORTING** | **FINANCE AND INTERNAL AUDIT** | **DEGREE IN ACCOUNTING / AUDITING / FINANCE** |
| **M4/050** | **HEAD OFFICE** | **S/DIR: RISK AND ETHICS MANAGEMENT** |
| **M4/051** | **HEAD OFFICE** | **DIR: INTERNAL AUDIT** |
| **M4/052** | **HEAD OFFICE** | **DIR: HUMAN RESOURCE DEVELOPMENT** | **HUMAN RESOURCE DEVELOPMENT** | **DEGREE IN PUBLIC MANAGEMENT / PUBLIC ADMINISTRATION / HUMAN RESOURCES MANAGEMENT / HUMAN RESOURCES DEVELOPMENT** |
| **M4/053** | **NKANGALA DISTRICT OFFICE** | **DIV: HUMAN RESOURCE DEVELOPMENT** |
| **M4/054** | **BOHLABELA DISTRICT OFFICE** | **DIV: HUMAN RESOURCE DEVELOPMENT** |
| **M4/055** | **NKANGALA DISTRICT OFFICE** | **S/DIR: HUMAN RESOURCE SERVICES** | **HUMAN RESOURCE MANAGEMENT** | **DEGREE IN HUMAN RESOURCES MANAGEMENT** |
| **M4/056** | **EHLANZENI DISTRICT OFFICE** | **S/DIR: HUMAN RESOURCE SERVICES** |
| **M4/057** | **BOHLABELA DISTRICT OFFICE** | **S/DIR: HUMAN RESOURCE SERVICES** |
| **M4/058** | **NKANGALA DISTRICT OFFICE** | **DISTRICT MANAGEMENT (NKA)** | **HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION** | **DEGREE IN PUBLIC MANAGEMENT / PUBLIC ADMINISTRATION / HUMAN RESOURCES MANAGEMENT** |
| **M4/059** | **HEAD OFFICE** | **DIR: INCLUSIVE EDUCATION AND EDUCATION SUPPORT** | **INFORMATION AND COMPUTER TECHNOLOGY** | **NATIONAL DIPLOMA / DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY / NETWORK / SYSTEMS DEVELOPMENT / PROGRAMMING / TECHNICAL SUPPORT / GEOGRAPHICAL INFORMATION SYSTEMS** |
| **M4/061** | **HEAD OFFICE** | **DIR: MANAGEMENT INFORMATION AND TECHNOLOGY** |
| **M4/062** | **MPULUZI EDUCATION DEVELOPMENT CENTRE** | **MPULUZI EDUCATION DEVELOPMENT CENTRE** |
| **M4/063** | **GERT SIBANDE DISTRICT OFFICE** | **DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)** |
| **M4/064** | **SIYABUSWA EDUCATION DEVELOPMENT CENTRE** | **SIYABUSWA EDUCATION DEVELOPMENT CENTRE** |
| **M4/065** | **NKANGALA DISTRICT OFFICE** | **DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)** |
| **M4/066** | **KANYAMAZANE EDUCATION DEVELOPMENT CENTRE** | **KANYAMAZANE EDUCATION DEVELOPMENT CENTRE** |
| **M4/067** | **WHITE RIVER EDUCATION DEVELOPMENT CENTRE** | **WHITE RIVER EDUCATION DEVELOPMENT CENTRE** |
| **M4/068** | **BARBERTON EDUCATION DEVELOPMENT CENTRE** | **BARBERTON EDUCATION DEVELOPMENT CENTRE** |
| **M4/069** | **EHLANZENI DISTRICT OFFICE** | **DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)** |
| **M4/070** | **BOHLABELA DISTRICT OFFICE** | **DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)** |
| **M4/071** | **HEAD OFFICE** | **DIR: LABOUR RELATIONS** | **LABOUR RELATIONS** | **DEGREE IN LABOUR RELATIONS / HUMAN RESOURCES MANAGEMENT** |
| **M4/072** | **EHLANZENI DISTRICT OFFICE** | **S/DIR: LABOUR RELATIONS** |
| **M4/073** | **BOHLABELA DISTRICT OFFICE** | **S/DIR: LABOUR RELATIONS** |
| **M4/074** | **HEAD OFFICE** | **S/DIR: EDUCATION LIBRARY- AND INFORMATION TECHNOLOGY SERVICES (ELITS)** | **LIBRARY AND INFORMATION AND COMPUTER TECHNOLOGY** | **DEGREE IN LIBRARY / INFORMATION SCIENCE** |
| **M4/075** | **BOHLABELA DISTRICT OFFICE** | **DIV: EDUCATION LIBRARY- AND INFORMATION TECHNOLOGY SERVICES** |
| **M4/076** | **HEAD OFFICE** | **S/DIR: SCHOOL SPORTS, MUSIC & CULTURE** | **MUSIC AND SPORTS** | **DEGREE IN MUSIC / PUBLIC MANAGEMENT / PROJECT MANAGEMENT / SPORTS SCIENCE** |
| **M4/077** | **NKANGALA DISTRICT OFFICE** | **DIV: SCHOOL SPORTS, MUSIC & CULTURE** |
| **M4/078** | **BOHLABELA DISTRICT OFFICE** | **DIV: SCHOOL SPORTS, MUSIC & CULTURE** |
| **M4/079** | **GERT SIBANDE DISTRICT OFFICE** | **DIV: INCLUSIVE EDUCATION** | **SOCIAL SUPPORT** | **DEGREE IN PSYCHOLOGY / SOCIAL WORK OR RELATED FIELD** |
| **M4/080** | **EHLANZENI DISTRICT OFFICE** | **DIV: INCLUSIVE EDUCATION** |
| **M4/081** | **BOHLABELA DISTRICT OFFICE** | **DIV: INCLUSIVE EDUCATION** |

**APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at [**www.mpumalanga.gov.za/education/**](http://www.mpumalanga.gov.za/education/)**, select the Vacancies icon**. 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 driver’s 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.**

**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 17 May 2018 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 of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

**\*The principle of Recognition of Prior Learning may be considered in respect of serving Public Servants.**

\*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.

\*Candidates recommended for appointment 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 5 July 2018**. No applications received by the Directorate: 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.