



# 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:**

## **DIRECTOR: GENERAL EDUCATION & TRAINING**

**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.**

**Requirements:**

An appropriate recognised Bachelor's degree or equivalent qualification, backed by sufficient credible education management experience is required, while a relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general education and training. Proven communication and interpersonal skills at all levels. 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:**

Promote the development and implementation of policy, programmes and systems regarding Early Childhood Development (ECD), as well as the provision of Early Childhood Education. Promote the development and implementation of curriculum for the intermediate- and senior phase. Promote the development and implementation of curriculum for the Foundation Phase. Promote the development and implementation of policy, programmes and systems for the Co-ordinate the development and implementation of curriculum within prescribed national policy in respect of different learning areas. Serve as nodal point between the Department of Education and the MDE regarding broad curriculum for the intermediate- and senior phase. Consult and network with other stakeholders i.r.o. the above. Provisioning of AET. Establish, manage, 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 AET provisioning in collaboration with EMIS. Facilitate norms for the annual post establishments of AET institutions and the filling of posts. Co-ordinate the establishment of effective governance, academic and management structures. 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, work plan, attendance registers etc. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. 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 J1/002 - Head Office, Nelspruit**

**Enquiries:**

Ms LH Moyane, Tel (013) 766 5111

## **DIRECTOR: HR BENEFITS AND EMPLOYEE WELLNESS**

**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.**

**Requirements:** A three-year relevant Degree or Diploma or equivalent qualification as well as extensive appropriate experience in the field of Human Resource Management. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Benefits administration, HR Performance management and Employee Health and Wellness. 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. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

**Duties:** Manage and give strategic direction to the HR Benefits, -Performance and Employee Health and Wellness Unit. Manage the benefits of human resources and promote sound HR performance management practices. Manage the development, co-ordination, monitoring of Projects and policies as well as administration processes related to HR Remuneration and -benefits, including all HR career matters, housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Provide employees with comprehensive assistance, care and support programmes in the workplace. Manage the development, co-ordination and administration of HR performance assessment. Manage the provision of care and support to employees infected with and affected by HIV/AIDS as well as the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. 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 J1/003 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: H1/003 previously advertised in the City Press of 3 February 2013. Interested applicants should re-apply.**

**Enquiries:** Mr JM Tshoba, Tel (013) 766 5571

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## **CHIEF EDUCATION SPECIALIST: LIFE SKILLS**

**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 REQV 16 or equivalent qualification in the learning/subject area/phase backed by a professional qualification in Education, plus at least twelve years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate, manage and evaluate the development and implementation of HIV/Aids Education including programmes with the main focus on prevention, care and support for learners affected and infected with the virus, the provision of HIV/Aids learner support material as well as the monitoring and evaluation of

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## J1 ADVERT FOR CITY PRESS 20140202

HIV/Aids interventions and strategies and the management of HIV/Aids in schools. Manage the development and maintenance of a strategic collaboration between departments Health, Education, Social Services and Agriculture.

**Post Ref No J1/006 - Head Office, Nelspruit**

**Enquiries:** Ms LH Moyane, Tel (013) 766 5111

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### **DEPUTY DIRECTOR: BOOKKEEPING**

**Salary: An all-inclusive remuneration package of R 495 603 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.**

**Requirements:** A B COMM degree with Financial Accounting as major subject or equivalent finance related qualification, or Gr.12 plus extensive credible experience. Extensive knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. Condition: Appointment will be subject to competency assessment.

**Duties:** Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonored Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.

**Post Ref No J1/008 - Head Office, Nelspruit**

**Enquiries:** Mr CB Mnisi, Tel (013) 766 5298

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### **DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS**

**Salary: An all-inclusive remuneration package of R 495 603 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.**

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus extensive appropriate experience in resource planning- and resource management services. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will serve as strong recommendations. 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. Extensive computer user knowledge and experience. Valid driver's license. Condition: Appointment will be subject to competency assessment.

**Duties:** Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and

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provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

### Post Ref No J1/009 - Gert Sibande District Office, Ermelo

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

### Post Ref No J1/010 - Nkangala District Office, KwaMhlanga

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

### Post Ref No J1/011 - Ehlanzeni District Office, Kanyamazane

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

### Post Ref No J1/012 - Bohlabela District Office, Bushbuckridge

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## DEPUTY DIRECTOR: SECURITY MANAGEMENT UNIT

**Salary: An all-inclusive remuneration package of R 495 603 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.**

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus extensive appropriate experience. Proven experience in the field of Security Management. Competencies: Thorough understanding of security management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license. Condition: Appointment will be subject to competency assessment.

**Duties:** Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the NIA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.

### Post Ref No J1/013 - Head Office, Nelspruit

**Enquiries:** Mr CD Maebela, Tel (013) 766 5462

## INFRASTRUCTURE PROGRAMME MANAGER: BUILDING PROJECT PRELIMINARIES (DORA FUNDED)

**Salary: R 414 264 p.a.**

**Requirements:** Appropriate B degree in built environment. Relevant built environment professional registration in Quantity Surveying (SACQSP). Professional certification in Construction and /or Project Management is preferable. Programme and project management skills. Computer literate. Valid Drivers license. Four (4) Years post qualification experience.

**Duties:** Manage the delivery of Capital and Maintenance Programmes. Prepare Infrastructure Programme Management Plan and Construction Procurement Strategy for Education. Perform oversight role over Implementing Agents. Manage all financial and professional aspects of each project/programme. Approval of Project Stage reports & designs, in accordance with strategic decision making points. Manage

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## J1 ADVERT FOR CITY PRESS 20140202

implementation of commissioning of projects and project/programme post evaluations.

**Post Ref No J1/014 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: G3/243 previously advertised in the City Press of 29 July 2012. Interested applicants should re-apply.**

**Post Ref No J1/015 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: G3/244 previously advertised in the City Press of 29 July 2012. Interested applicants should re-apply.**

**Enquiries:** Ms ACN Raschke, Tel (013) 766 5274

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### **QUANTITY SURVEYOR PRODUCTION GRADE A: PHYSICAL RESOURCE PLANNING (DORA FUNDED)**

**Salary: R 414 264 p.a.**

**Requirements:** University degree in Quantity Surveying and four (4) years post qualification experience. Registration with SACQSP. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license

**Duties:** Manage the quantity surveyor inputs and guidance of the Department. Interpret and apply norms and standards. Develop policies, strategies and plans. Prepare Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Provide inputs to the development of the construction procurement strategy. Prepare cash flow projections. Undertake relevant research.

**Post Ref No J1/016 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: G3/247 previously advertised in the City Press of 29 July 2012. Interested applicants should re-apply.**

**Enquiries:** Ms ACN Raschke, Tel (013) 766 5274

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### **DEPUTY CHIEF EDUCATION SPECIALIST: AET ASSESSMENT AND ACCREDITATION, LEVEL 4 UNIT STANDARDS AND NQF LEVEL 4**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years relevant experience. Good organisational, planning and management skills, and credible management experience. Computer literacy. Valid driver's license. Registration with SACE. Knowledge and skills in handling English as a language is strongly recommended for the post. Report writing skills. Facilitation and presentation skills

**Duties:** Develop learning programmes for basic oral (mother tongue) and ABET Levels 1, 2 and 3. Assess and evaluate learning support materials for Levels 1, 2 and 3. Develop policy related to AET curriculum. Render professional guidance and curriculum support on the implementation of programmes. Manage and administer provincial literacy initiatives. Advocacy and social mobilisation for the AET sector. Monitor and support the implementation of the above. Plan, coordinate and manage Site Based Assessment and Summative Assessment

**Post Ref No J1/017 - Head Office, Nelspruit**

**Enquiries:** Ms N Molemane, Tel (013) 766 5370

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### **DEPUTY CHIEF EDUCATION SPECIALIST: AET UNIT STANDARD LEVEL 1, 2 AND 3**

**Salary: R 341 613 p.a.**

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**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years relevant experience Good organisational, planning and management skills, and credible management experience. Computer literacy. Valid driver's license. Registration with SACE. Knowledge and skills in Mathematics and Science are strongly recommended. Report writing skills. Facilitation and presentation skills

**Duties:** Develop, evaluate and maintain a system for assessment and and recognition of prior learning. Develop policy and programmes for progression between ABET levels and between NQF Level 1 and NQF Level 4. Plan and coordinate Site Based assessment. Develop learning programmes for ABET Level 4 and NQF Level 4. Assess and evaluate learning support materials for NQF Level 1 and NQF Level 4. Render professional guidance and curriculum support on the implementation of programmes. Coordinate the development and implementation of training interventions for practitioners. Design, develop, implement and manage learnerships programmes. Monitor the implementation of the above. Plan, coordinate and manage provincial moderation of Site Based Assessment

**Post Ref No J1/018 - Head Office, Nelspruit**

**Enquiries:** Ms N Molemane, Tel (013) 766 5370

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## DEPUTY CHIEF EDUCATION SPECIALIST: CAREER GUIDANCE

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years teaching experience in the specific field. Training in career counselling and credible management experience. In-depth knowledge and understanding of provincial education department and relevant applicable legislation. Sound knowledge and understanding of CAPS. Good organisational, planning and management skills. Computer literacy. Valid driver's licence. Registration with SACE and registration with the Health Professions Council of South Africa as a Psychometrist. Registration as an Educational Psychologist will be an added advantage.

**Duties:** Manage, develop and co-ordinate the Career Guidance strategies and programs for Grades 10-12. Manage the Provincial Inter-directorate and Stakeholders Career Guidance Forum. Provide in-service training for districts and schools on career development and counselling. Liaise with Resource Centres and Districts to implement career guidance and career exhibitions.

**Post Ref No J1/019 - Head Office, Nelspruit**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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## DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree backed by a professional qualification in Education, as well as twelve years experience in Education of which a minimum of three years should be management experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. 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 as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. 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 J1/020 - Breyten Circuit Office, Ermelo**

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**Post Ref No J1/021 - Stan West Circuit Office, Standerton**

**Post Ref No J1/022 - H/V Ridge West Circuit Office, Evander**

**Post Ref No J1/023 - Mpuluzi Circuit Office, Mayflower**

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

**Post Ref No J1/024 - Mgwanya Circuit Office, Kanyamazane**

**Post Ref No J1/025 - Nkomazi West Circuit Office, Tonga**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/026 - Dwarsloop Circuit Office, Dwarsloop**

**Enquiries:** Mr T Magoane, Tel (013) 766 7410

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## **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years relevant experience and credible management experience •Good organisational-, planning and management skills •Computer literacy •Valid driver's license •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 J1/027 - Middelburg Education Development Centre, Middelburg**

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

**Post Ref No J1/028 - Mkhuhlu Education Development Centre, Mkhuhlu**

**Enquiries:** Mr T Magoane, Tel (013) 766 7410

## **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION MANAGEMENT INFORMATION SYSTEMS**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, plus ten years relevant experience as well as credible management experience •Sound knowledge and experience in the mangement of education and training management information systems and the collecting and provisioning of education data on district level. Sound knowledge of the National Information Act as well as the Access to Information Act •Good organisational-, planning and management skills •Computer literacy •Valid driver's license •Registration with SACE

**Duties:** Manage and co-ordinate the strategic development and operation of education and training management information systems (EMIS). Manage and co-ordinate the collecting and provisioning of education data on district level. Manage the implementation and maintainance of the department information plan in support of

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## J1 ADVERT FOR CITY PRESS 20140202

and for the monitoring of progress towards the achievement of departmental goals, targets and core objectives. Manage and co-ordinate the implementation of an information technology plan that supports the information plan in accordance with the Information Act and the Access to Information Act. Manage and co-ordinate the collection of education information within the district and the processing and dissemination of district education and training data. Co-ordinate the provisioning of technical assistance for monitoring of the performance of the department. Consult and network with Departmental stakeholders i.r.o. the above.

**Post Ref No J1/029 - Gert Sibande District Office, Ermelo**

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

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### **DEPUTY CHIEF EDUCATION SPECIALIST: FET**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, which should include an appropriate subject as a major subject, as well as ten 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 license. 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 J1/030 - Head Office, Nelspruit (DCES - Afrikaans and English). This is a re-advertisement of Post Ref.No: G2/148 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.**

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### **DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS, SCIENCE AND TECHNOLOGY (FET)**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors 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 ten years teaching experience in the specific subject and teaching phase. Credible education management experience will be an advantage. 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 license. Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding evaluation and certification. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the training of curriculum implementers in districts.

**Post Ref No J1/031 - Head Office, Nelspruit (DCES – EGD and Civil Technology)**

**Post Ref No J1/032 - Head Office, Nelspruit (DCES – Electrical and Mechanical Technology)**

**Enquiries:** Mr PS Zwane, Tel (013) 766 0995

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## DEPUTY CHIEF EDUCATION SPECIALIST: FET

**Salary: R 341 613 p.a.**

**Requirements:** A recognised Honors degree or equivalent qualification which must include appropriate training as a secondary school teacher, coupled with ten years experience in teaching at a Secondary School and/or FET institution as well as credible management experience. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of FET curriculum programmes and processes in the district. Ensure quality leadership and curriculum support in FET education. Manage, co-ordinate and support the performance of FET Curriculum Implementers in the district.

**Post Ref No J1/033 - Nkangala District Office, KwaMhlanga (DCES - FET Curriculum)**

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

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## DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS, SCIENCE AND TECHNOLOGY (FET)

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification in the specific field backed by a professional qualification in Education, as well as at least ten years relevant experience. 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. Conversant with the National Curriculum Policy related to the specific learning area. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. 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 J1/034 - Head Office, Nelspruit (DCES - Mathematical Literacy)**

**Enquiries:** Mr PS Zwane, Tel (013) 766 0995

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## DEPUTY CHIEF EDUCATION SPECIALIST: FET AND SCHOOL BASED ASSESSMENTS

**Salary: R 341 613 p.a.**

**Requirements:** •An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, plus ten years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's license •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**Duties:** Manage FET examinations and school based assessments. Monitor compliance with relevant policies in the registration of marking and assessment centres. Determine suitability in the registration of marking and assessment centres. Ensure compliance in the selection of subjects. Scrutinize learner promotional schedules to verify compliance in the selection before enrolments. Handle SBA marks. Co-ordinate district

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## J1 ADVERT FOR CITY PRESS 20140202

examination's management plans to ensure adherence to provincial and national policies.

### Post Ref No J1/035 - Head Office, Nelspruit

**Enquiries:** Mr PS Zwane, Tel (013) 766 0995

## DEPUTY CHIEF EDUCATION SPECIALIST: FOUNDATION PHASE

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years teaching experience in the specific 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 license •Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding evaluation and certification. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the training of curriculum implementers in districts.

### Post Ref No J1/036 - Head Office, Nelspruit

**Enquiries:** Mr JR Molai, Tel (013) 766 5376

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## DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS, SCIENCE AND TECHNOLOGY (GET)

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors 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 ten years teaching experience in the specific subject and teaching phase. Credible education management experience will be an advantage. 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 license. Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding evaluation and certification. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the training of curriculum implementers in districts.

### Post Ref No J1/037 - Head Office, Nelspruit (DCES – Science and Technology)

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

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## DEPUTY CHIEF EDUCATION SPECIALIST: LIFE SKILLS

**Salary: R 341 613 p.a.**

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**Requirements:** An appropriate recognised Honors degree or equivalent qualification in the specific field backed by a professional qualification in Education, as well as ten years relevant experience. 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. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Develop and implement a HIV/Aids Education programme for schools with the main focus on prevention, care & support for learners affected and infected with the virus. Facilitate the management of HIV/Aids in schools. Provide HIV/Aids learner support material. Monitor and evaluate all HIV/Aids interventions and strategies and assess the impact thereof.

**Post Ref No J1/038 - Head Office, Nelspruit**

**Enquiries:** Ms TT Nagel, Tel (013) 766 5942

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## DEPUTY CHIEF EDUCATION SPECIALIST: NUTRITION AND LIFE SKILLS

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, plus ten 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 license •Registration with SACE

**Duties:** Function as district Co-ordinator in regard of the planning, management and monitoring of the implementation of the school nutrition programme, food security and poverty alleviation. Implement 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. Implement and maintain 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 schools and table recommendations to Head Office. Prepare management information and reports.

**Post Ref No J1/039 - Gert Sibande District Office, Ermelo**

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

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## DEPUTY CHIEF EDUCATION SPECIALIST: PRINTED MEDIA

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification in the specific field backed by a professional qualification in Education, as well as ten years relevant experience. 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 systems. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Manage and co-ordinate the compilation and regular revision of the needs for printed media . Compile guidelines on budgeting and stock building for districts, circuits and schools. Manage the provision of the specifications and advice on the purchasing, maintenance and repair of printed resources. Initiate and engage in research on school library services. Develop guidelines on the use of information resources and the promotion of reading. Develop norms and standards for all aspects of the school library service. Facilitate the teaching of "Information Skills" in every subject and grade. Develop OBE related resources and material. Co-ordinate the assessment of user needs and continuously evaluate the services rendered. Compile guidelines (e.g. Manuals) for the management and administration of school libraries. Market and

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promote ELIS with all stakeholders.

**Post Ref No J1/040 - Head Office, Nelspruit**

**Enquiries:** Mr KS Ndawo, Tel (013) 766 5936

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## **DEPUTY CHIEF EDUCATION SPECIALIST: PUBLIC EXAMINATIONS**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or an equivalent qualification backed by a professional qualification in Education, as well as ten years educator experience •Good organisational and planning skills •A valid driver's license 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 J1/041 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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## **DEPUTY CHIEF EDUCATION SPECIALIST: SENIOR PHASE**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors 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 ten 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 license •Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding evaluation and certification. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the training of curriculum implementers in districts.

**Post Ref No J1/042 - Head Office, Nelspruit (DCES – Arts and Culture)**

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

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## **DEPUTY CHIEF EDUCATION SPECIALIST: SENIOR PHASE**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as ten years relevant experience and credible management experience with regard to curriculum for the senior phase in schools. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum for the senior phase within prescribed national and provincial policy in respect of different learning areas in the district. Ensure quality district leadership and curriculum support in GET education. Manage, co-ordinate and support the duties of GET

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## J1 ADVERT FOR CITY PRESS 20140202

Curriculum implementers in the district.

**Post Ref No J1/043 - Gert Sibande District Office, Ermelo**

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

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### **DEPUTY CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION AND DEVELOPMENT**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, plus ten 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 license. 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 J1/045 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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### **DEPUTY CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION**

**Salary: R 341 613 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, plus ten years relevant experience as well as credible management experience. Sound understanding of departmental and related policies. Incumbent should be goal orientated and self driven. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Ability to work under pressure. Computer literacy. Valid driver's license. 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 J1/046 - Head Office, Nelspruit**

**Enquiries:** Ms FT Jila, Tel (013) 766 5842

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### **SENIOR EDUCATION SPECIALIST: AET**

**Salary: R 277 194 p.a.**

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## J1 ADVERT FOR CITY PRESS 20140202

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. 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 license. 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 J1/047 - Ehlanzeni District Office, Kanyamazane

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

### Post Ref No J1/048 - Bohlabela District Office, Bushbuckridge

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## SENIOR EDUCATION SPECIALIST: ECD AND FOUNDATION PHASE

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. 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 license. 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 J1/049 - Bohlabela District Office, Bushbuckridge (SES - ECD Numeracy). This is a re-advertisement of Post Ref.No: F1/054 previously advertised in the City Press of 27 November 2011. Interested applicants should re-apply.**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## SENIOR EDUCATION SPECIALIST: ECD SYSTEMS MAINTENANCE

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Good organisational, planning and management skills, and credible management experience in the Early Childhood Development environment. Computer literacy. Valid driver's license. 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.

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**Post Ref No J1/050 - EDC, Evander (SES - ECD Systems Maintenance)**

**Post Ref No J1/051 - EDC, Ermelo (SES - ECD Systems Maintenance)**

**Post Ref No J1/052 - EDC, Mpuluzi (SES - ECD Systems Maintenance)**

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

**Post Ref No J1/053 - EDC, KwaMhlanga (SES - ECD Systems Maintenance)**

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

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## **SENIOR EDUCATION SPECIALIST: ENVIRONMENTAL EDUCATION**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Knowledge and experience in the field of environmental education. Valid driver's license. Registration with SACE. Recommendations: A relevant postgraduate qualification. Managerial experience

**Duties:** Develop and maintain policies and interventions regarding environmental education. Foster relations between Environmental Education partners, curriculum implementers and relevant stakeholders. Support the integration of environmental education in learning areas and subject fields. Support the Decade of Education for sustainable development. Participate in the Provincial Environmental Education Forum. Prepare management information and reports. Co-ordinate circuit activities in regard to the above.

**Post Ref No J1/054 - Nkangala District Office, KwaMhlanga**

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

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## **SENIOR EDUCATION SPECIALIST: FET**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. 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 license. 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 J1/055 - EDC, Evander (SES - Business studies). This is a re-advertisement of Post Ref.No: G2/168 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.**

**Post Ref No J1/056 - EDC, Ermelo (SES - English)**

**Post Ref No J1/057 - EDC, Ermelo (SES - Mechanical)**

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

**Post Ref No J1/058 - Bohlabela District Office, Bushbuckridge (SES - Agriculture and Nature Conservation)**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

**Post Ref No J1/059 - Nkangala District Office, KwaMhlanga (SES - Services)**

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

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## **SENIOR EDUCATION SPECIALIST: INTERMEDIATE PHASE**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Good organisational, planning and management skills, and credible management experience in the GET environment. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Implement policy regarding GET specific learning field curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters. Support teachers in the delivery of the curriculum and assessment.

**Post Ref No J1/060 - EDC, KwaMhlanga (SES - Life Orientation)**

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

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## **SENIOR EDUCATION SPECIALIST: LEARNING MATTERS**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Training in Educational Psychology. Knowledge of psychometric tests. Valid driver's license. Registration with SACE. Recommendations: A relevant postgraduate qualification. Registration with the Health Professions Council of South Africa's Professional Board for Psychologists. Experience in the education of learners with learning problems

**Duties:** Facilitate the development and implementation of individual programmes for learners experiencing learning problems as well as for gifted learners. Implement curriculum programmes. Implement policy on remedial education. Facilitate community based remedial centers and inclusive education.

**Post Ref No J1/061 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/062 - Nkangala District Office, KwaMhlanga**

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

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## **SENIOR EDUCATION SPECIALIST: LIBRARY- AND INFORMATION SERVICES**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Valid driver's license. Registration with SACE. A qualification relating to school librarianship will be a strong recommendation.

**Duties:** Participate in the development and implementation of the provincial policy on school libraries. Render an advisory and training service to teacher-librarians, teachers and managers. Render service on printed media, audio-visual resources as well as Information and Communication Technologies. Manage the procurement and equitable distribution of library and information resources for school libraries. Initiate and engage in research on educational libraries. Promote and facilitate the teaching of "Information Skills". Assist with the assessment of user-needs and continuously evaluate the services rendered.

**Post Ref No J1/063 - Gert Sibande District Office, Ermelo**

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

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## **SENIOR EDUCATION SPECIALIST: LIFE SKILLS**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. 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 license. 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 J1/064 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/065 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **SENIOR EDUCATION SPECIALIST: NUTRITION PROGRAMMES**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Computer literacy. Valid driver's license. Registration with SACE. Recommendations: Analytical and report writing skills. Facilitation and presentation skills.

**Duties:** Manage the planning, implementation, maintenance and monitoring of all policies and interventions for the school nutrition programme, food security and poverty alleviation. Foster relations between the respective communities, learners and the private sector and assess the impact that these programmes have on these units. Manage the implementation and maintenance of a quality assurance system. Control and monitor grants. Manage the maintenance of sound financial and provisioning systems. Analyse reports from schools and table recommendations to Head Office.

**Post Ref No J1/066 - Nkangala District Office, KwaMhlanga**

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

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## **SENIOR EDUCATION SPECIALIST: PSYCHOLOGICAL- AND SOCIAL GUIDANCE**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Training in Educational Psychology. Knowledge of psychometric tests. Valid driver's license. Registration with SACE. Recommendations: A relevant postgraduate qualification. Registration with the Health Professions Council of South Africa's Professional Board for Psychologists. Experience in SEN Schools. Appropriate experience in Guidance/Counseling and managerial experience

**Duties:** Facilitate and evaluate the implementation of school health programmes, HIV Aids programmes and district

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## J1 ADVERT FOR CITY PRESS 20140202

in-school programmes (SEN Committee System). Implement INSET programmes on guidance as well as the Guidance curriculum.

### Post Ref No J1/067 - Ehlanzeni District Office, Kanyamazane

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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## SENIOR EDUCATION SPECIALIST: PUBLIC EXAMINATIONS

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Good organisational and planning skills. A valid driver's license and computer literacy is a prerequisite. Registration with SACE

**Duties:** Facilitate performance evaluation audits and implement performance improvement programmes for learning sites. Co-ordinate internal and public examinations matters. Administer systems concerning public examinations.

### Post Ref No J1/068 - Nkangala District Office, KwaMhlanga

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

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## SENIOR EDUCATION SPECIALIST: SCHOOL JOURNEY SERVICE

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Appropriate knowledge and experience in School Journey Services. Valid driver's license. Registration with SACE. Managerial experience

**Duties:** Assist with the provision of curriculum - orientated tuition to learners in an environmental classroom. Engage in research on curriculum - related outcome based experiential learning. Assess user needs, develop customised programmes and evaluate the School Journey Service. Implement policy for the management, administration and utilisation of the School Journey Service. Administer and organise affordable educational excursions/tours in the R.S.A. Manage the accommodation of groups at the youth hostel. Promote the development of experiential learning skills.

### Post Ref No J1/069 - Head Office, Nelspruit

**Enquiries:** Ms JP Gruber, Tel (013) 764 2130

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## SENIOR EDUCATION SPECIALIST: SCHOOL SPORTS FACILITIES

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Sound knowledge of and experience in educational management as well as the interaction between the various role players in the specified field. A strong interest in the development of the school sports system. Sound understanding of matters related to the provision of school sports facilities. Management skills. Valid driver's license. Registration with SACE

**Duties:** Identify sports fields for development, maintenance and upgrading. Cluster schools for utilization of shared facilities in the manner that would be practical and possible. Work with service providers appointed to do sports work and report progress to the relevant levels of the department. Identify and initiate agreements between departments, municipalities, private clubs, individuals and other relevant stakeholders for access of their facilities. Serve as nodal point between the provincial- and the district level regarding matters related

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to sports facilities.

**Post Ref No J1/070 - Nkangala District Office, KwaMhlanga**

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

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## **SENIOR EDUCATION SPECIALIST: SENIOR PHASE**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. 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 license. 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 J1/071 - EDC, Moretele (SES - Human and Social Sciences)**

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

**Post Ref No J1/072 - Bohlabela District Office, Bushbuckridge (SES - Human and Social Sciences)**

**Post Ref No J1/073 - Bohlabela District Office, Bushbuckridge (SES - Natural Sciences). This is a re-advertisement of Post Ref.No: F1/078 previously advertised in the City Press of 27 November 2011. Interested applicants should re-apply.**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

**Post Ref No J1/074 - Ehlanzeni District Office, Kanyamazane (SES - Economic and Management Sciences)**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/075 - Bohlabela District Office, Bushbuckridge (SES - Mathematics)**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

**Post Ref No J1/076 - EDC, Mpuluzi (SES - Siswati)**

**Post Ref No J1/077 - EDC, Ermelo (SES - English)**

**Post Ref No J1/078 - EDC, Ermelo (SES - Afrikaans). This is a re-advertisement of Post Ref.No: G2/193 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.**

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

**Post Ref No J1/079 - Ehlanzeni District Office, Kanyamazane (SES - Siswati)**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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## **SENIOR EDUCATION SPECIALIST: TEACHER EDUCATION AND DEVELOPMENT**

**Salary: R 277 194 p.a.**

**Requirements:** An appropriate recognised Honors degree or equivalent qualification backed by a professional qualification in Education, as well as eight years experience in the educational field. Sound knowledge of the education sector related legislation and policies, including the IQMS. Knowledge and understanding of educational management and HR development strategies. Excellent writing skills. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Audit all professional development needs within the district. Compile an annual integrated report on training needs. Co-ordinate the integration of the training menu. Co-ordinate the evaluation and monitoring of the impact of training. Co-ordinate and monitor the implementation of the teacher development aspects of the IQMS.

**Post Ref No J1/080 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/081 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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**CLINICAL NURSE PRACT GR 1: SOCIAL SUPPORT**

**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 J1/082 - Basizeni Special School (SMH), Embalenhle. This is a re-advertisement of Post Ref.No: G2/158 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.**

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

**Post Ref No J1/083 - Wolvenkop Special School, Bronkhorstspuit. This is a re-advertisement of Post Ref.No: G4/269 previously advertised in the City Press of 25 November 2012. Interested applicants should re-apply.**

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

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**ASSISTANT DIRECTOR: ASSET MANAGEMENT**

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

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## J1 ADVERT FOR CITY PRESS 20140202

**Requirements:** B.Comm Degree or equivalent appropriate finance-related qualification, with Financial Accounting as a major subject or Grade 12, plus extensive appropriate experience. Proven experience in the field of Asset Management. Competencies: Thorough understanding of asset management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Will be responsible for the establishment and overall management of the district Asset Management component and functions, which include all decentralised aspects of movable asset management, immovable asset management and asset control. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

**Post Ref No J1/084 - Gert Sibande District Office, Ermelo**

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

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## **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE AND DISPUTE MANAGEMENT**

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

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 backed by extensive relevant experience in bargaining, grievance and dispute 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:** Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and

rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and –prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes;

resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

**Post Ref No J1/085 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT**

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

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## J1 ADVERT FOR CITY PRESS 20140202

**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 J1/086 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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### **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES (EHWP)**

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

**Requirements:** An appropriate 3-year degree/qualification with extensive appropriate experience, including credible management experience. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes, as well as employee assistance programmes. Strong policy development and analytical skills. Proven management skills. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counseling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Strong ability to liaise at all levels. Good problem solving skills. Proven project mangement skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

**Duties:** Co-ordinate and monitor the implementation of policy, delegations, systems, practices and grievance procedures required for the provision of comprehensive assistance, care and support programmes to employees in the workplace. Manage the provision of care and support to employees infected with and affected by HIV/AIDS. Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Execute HR performance management.

**Post Ref No J1/087 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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### **ASSISTANT DIRECTOR: HR PLANNING**

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

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resources management and administration. Competencies: In depth knowledge of the PERSAL System, legislation regulating the planning of the provisioning and employment 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. Valid driver's license.

**Duties:** Develop and monitor the implementation of Human Resource Plan and reporting thereof. 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

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## J1 ADVERT FOR CITY PRESS 20140202

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. Align the HR acquisition, development and utilisation with available resources i.e. finance, infrastructure and technology. Develop and facilitate HR Planning capability at National and Provincial level. Coordinate and align HR Plan with overall strategic plan. Participate in the strategic and other planning processes in the department to ensure the alignment of HR Plans to directives. Develop and maintain the HR Strategic and operational delegations. Develop HR interventions which enables the organization to adapt rapidly to a changing environment. Participate in the strategic and other planning processes in the Department. Compile tactical plans aligned to business requirements to ensure effective strategy. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Meet the reporting requirements i.r.o HR Planning.

### Post Ref No J1/088 - Head Office, Nelspruit

Enquiries: Ms N de Bruin, Tel (013) 766 5511

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## ASSISTANT DIRECTOR: HRD STRATEGY

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

Requirements: A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resource development. Competencies: In depth knowledge of the legislation regulating the development of educators and officials and related HR development 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. Valid drivers license.

Duties: Manage the review of the provincial human resource development strategy and other HRD related policies. Manage the collaboration with other sectors in the implementation of HRD strategy. Manage the co-ordination of the Provincial Steering Committee on human resource development strategy and other relevant stakeholder meetings. Execute HR performance management. Train and supervise staff.

### Post Ref No J1/089 - Head Office, Nelspruit

Enquiries: Ms L Moeketsi, Tel (013) 766 5048

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## ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES

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

Requirements: An appropriate Bachelor's degree or equivalent qualification in archival studies or Public Management/Administration, plus extensive relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course.

Duties: Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the maintenance of a records classification system for paperbased- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.

### Post Ref No J1/090 - Head Office, Nelspruit

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**Enquiries:** Mr CD Maebela, Tel (013) 766 5462

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## **ASSISTANT DIRECTOR: TRANSFORMATION**

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

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by sufficient relevant experience in HR- and transformation management issues. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Valid driver's license. Computer literacy is essential.

**Duties:** Responsible for the executing of a management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes and render support services in this regard. Co-ordinate democratization of the workplace. Perform management functions. Manage co-ordinate and monitor the implementation of transformation-, equity and gender plans. Manage the initiation of projects and programmes aimed at the empowerment of women. Sensitise parents and the public on the status of children and their rights. Promote representation, recognition and development of persons with disabilities. Facilitate transformation in the workplace. Promote gender equality.

**Post Ref No J1/091 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/092 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **ASSISTANT DIRECTOR: WORKPLACE SKILL PLANS**

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

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resource development. Competencies: In depth knowledge of the legislation regulating the development and workplace skill plans of educators and officials and related HR development 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. Valid drivers license.

**Duties:** Manage the co-ordination of Provincial Workplace Skill Plans. Manage the compilation of quarterly and annual training reports. Oversee the implementation of Workplace Skill Plans. Respond to audit queries. Interact with the relevant District Line Managers and facilitate regular meetings with them. Execute HR performance management. Train and supervise staff.

**Post Ref No J1/093 - Head Office, Nelspruit**

**Enquiries:** Ms L Moeketsi, Tel (013) 766 5048

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## **SENIOR DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY**

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

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## J1 ADVERT FOR CITY PRESS 20140202

**Requirements:** An appropriate recognized Bachelors degree or equivalent qualification. Relevant technical qualifications, e.g. MCSE or CNE. At least 5 years experience in a user support environment. Extensive knowledge of Government transversal systems. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relations. Ability to work under pressure and extended working hours. Valid driver's license. The following will serve as strong recommendations: Budget control experience and/or SLA management experience. Short listed candidates may be required to complete a technical/practical competency test.

**Duties:** Manage desktop support and helpdesk functionality to the district office. Provide network management and support. Manage the information technology infrastructure services. Represent the district within the departmental IT structure. Ensure that the district applies departmental IT policies. Identify customer IT needs. Research new technology, software verification and its appropriateness. Serve as chairperson to the district IT committee. Manage computer based systems services. Manage IT procurement for the district.

**Post Ref No J1/094 - Gert Sibande District Office, Ermelo**

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

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## SENIOR SYSTEM ANALYST: EDUCATION MANAGEMENT INFORMATION SYSTEMS

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

**Requirements:** Grade 12 plus at least two years credible experience in the Information Technology environment. An appropriate 3-year degree/qualification will be an added advantage. Competencies: Advanced knowledge of MS Office specifically in MS Access. Good interpersonal and planning and organising skills. Ability to work under severe pressure. Valid drivers license (at least code EB).

**Duties:** Survey development and testing. Deal with the testing of capturing instruments. Manage and control survey deployment. Provide training on survey completion and data supply. Collation of education data. Manage data verification processes. Assist with the school administration system and learner unit record information tracking system implementation in schools. Work in close relationship with database administrator and information officer and reports directly to the head of EMIS.

**Post Ref No J1/095 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: G2/210 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.**

**Enquiries:** Mr W Barnard, Tel (013) 766 5492

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## SKILLS DEVELOPMENT CO-ORDINATOR: SKILLS DEVELOPMENT CO-ORDINATION

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

**Requirements:** An appropriate Bachelor's degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the Human Resources Development field. 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. 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. Registration with SACE

**Duties:** Establish district and circuit skills development committees. Assist with the identification of training needs. Recruit learners to be enrolled for skills programmes. Co-ordinate the signing of contracts by the enrolled learners. Co-ordinate the implementation of the skills programmes. Co-ordinate the development and submission of Portfolios of Evidence. Implement the training- and related policies. Compile and maintain a

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## J1 ADVERT FOR CITY PRESS 20140202

database on trained employees. Compile monthly report on the training implemented.

### **Post Ref No J1/096 - Gert Sibande District Office, Ermelo**

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

### **Post Ref No J1/097 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SPECIAL SCHOOL**

**Salary: R 211 902 p.a.**

**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 J1/098 - Gert Sibande District Office, Ermelo. This is a re-advertisement of Post Ref.No: G4/275 previously advertised in the City Press of 25 November 2012. Interested applicants should re-apply.**

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

**Post Ref No J1/099 - Nkangala District Office, KwaMhlanga. This is a re-advertisement of Post Ref.No: G4/276 previously advertised in the City Press of 25 November 2012. Interested applicants should re-apply.**

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

**Post Ref No J1/100 - Ehlanzeni District Office, Kanyamazane. This is a re-advertisement of Post Ref.No: G4/277 previously advertised in the City Press of 25 November 2012. Interested applicants should re-apply.**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/101 - Bohlabela District Office, Bushbuckridge. This is a re-advertisement of Post Ref.No: G4/278 previously advertised in the City Press of 25 November 2012. Interested applicants should re-apply.**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **EDUCATION SPECIALIST (LEARNING SUPPORT): SEN SOCIAL SUPPORT**

**Salary: R 232 803 p.a.**

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## H5 ADVERT FOR CITY PRESS 20131110

**Requirements:** A recognized Honors Degree in Special Needs Education. Six years appropriate experience. Registration with SACE. In-depth knowledge of Education White Paper 6 on Inclusive Education, diverse barriers to learning and development and the National Curriculum Statement with reference to curriculum adaptation interventions. Knowledge in Screening Identification Assessment and Support (SIAS). Knowledge in basic counseling will serve as a recommendation. Computer literacy. A valid driver's license.

**Duties:** Serve in a consultative, mentoring and supportive capacity to teachers in special schools and full service Schools. Assist and train teachers on an ongoing basis in addressing barriers to learning in their classrooms. Provide individual learner support through designing guidelines for curriculum differentiation, adaptations to learning programmes, advising on alternative methodologies after having conducted classroom observation. Monitor and evaluate the implementation of these programmes, write reports and consult with all stakeholders, including the learner, principal, parents/caregivers, institution-level support teams and any outside support agencies. Provide the above services to at least 20 neighboring SEN Institutions regularly.

**Post Ref No J1/102 - Gert Sibande District Office, Ermelo**

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

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### CHIEF HR OFFICER: HR EMPLOYMENT

**Salary: R 212 106 p.a.**

**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 the administration of all aspects pertaining to the employment, re-instatement of salaries, rank translations, promotions and transfers of human resources in regard of decentralised files and records. Deal with the administration of all acting appointments in regard of decentralised files and records. Deal with the administration of all freezing of salaries and vacating of posts in regard of the same files and records. Manage the creation and maintenance of valid employment records on files and on PERSAL. Develop capacity in regard of the above. Ensure quality control i.r.o. PERSAL administration and records. Execute HR performance management.

**Post Ref No J1/103 - Gert Sibande District Office, Ermelo**

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

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### CHIEF HR OFFICER: HR PENSIONS & COMPENSATION

**Salary: R 212 106 p.a.**

**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 pensions and compensation 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 J1/104 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

**Post Ref No J1/105 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## CHIEF HR OFFICER: HR PROVISIONING

**Salary: R 212 106 p.a.**

**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 the maintenance of post establishments in accordance with policy and delegations. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Manage all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Monitor and administer HR matters related to the closing of schools. Process school gradings. Provide related management information services. Execute HR performance management.

**Post Ref No J1/106 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT

**Salary: R 212 106 p.a.**

**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 J1/107 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

## CHIEF WORKS INSPECTOR: WORKS INSPECTIONS

**Salary: R 212 106 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 5 years) pertaining to the inspection of works. Valid driver's license.

**Duties:** This role will be responsible to perform works inspections. Check architectural drawings, control building plan specifications, monitor capital projects, certify progress payments and provide regular progress reports. Liaise with consultants and attend site inspections. Check quantity and quality of material. Check quality of workmanship.

**Post Ref No J1/108 - Gert Sibande District Office, Ermelo**

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

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## DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY

**Salary: R 212 106 p.a.**

**Requirements:** An appropriate 3-year tertiary qualification or combination of relevant IT courses A+, N+, MCSE, plus at least 1 year relevant experience. Excellent client liaison skills. Sound teamwork and human relations. Valid driver's license. 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 J1/109 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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**SENIOR ADMIN OFFICER: OFFICE SERVICES**

**Salary: R 212 106 p.a.**

**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 the rendering of accommodation- and office administration services for the district. Manage and control the provisioning of security- and auxiliary services for the district. Execute HR Performance Management.

**Post Ref No J1/110 - Gert Sibande District Office, Ermelo**

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

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**ADMIN OFFICER: PROGRAMME MONITORING AND REPORTING**

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

**Requirements:** An appropriate post matric qualification or Grade 12, plus sufficient appropriate experience. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft reports. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

**Duties:** Render advanced administration support services. Co-ordinate the preparation of various reports. Carry out tasks related to the planning, arrangement and preparation for meetings and workshops. Assist with procurement of goods and services. Deal with phonecalls, make logistical arrangements for travellings/ 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

**Post Ref No J1/111 - Head Office, Nelspruit**

**Enquiries:** Mr OM Manamela, Tel (013) 766 5476

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**SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL**

**Salary: R 212 106 p.a.**

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## H5 ADVERT FOR CITY PRESS 20131110

**Requirements:** An appropriate Bachelor's degree or equivalent qualification or Gr 12, backed by sufficient relevant experience and credible management experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well developed investigative and auditing skills. Good analytical, planning and organising skills. Strong 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. 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. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

**Post Ref No J1/112 - Head Office, Nelspruit**

**Enquiries:** Mr PL Mohlala, Tel (013) 766 5752

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## SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT

**Salary: R 212 106 p.a.**

**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, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid drivers license.

**Duties:** Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management.

**Post Ref No J1/113 - Nkangala District Office, KwaMhlanga**

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

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## SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE

**Salary: R 212 106 p.a.**

**Requirements:** An appropriate 3-year degree/qualification or Grade 12, with sufficient appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counseling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

**Duties:** Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS •the prevention of stigmatization, victimisation and discrimination •the creation and promotion of a healthy and supportive working environment •the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.

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**Post Ref No J1/114 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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**SENIOR TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT**

**Salary: R 212 106 p.a.**

**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Knowledge of SAQA and NQF as well as the Skills Development Act, 1998. Experience in training management, presenting training and developing programs will be an advantage. Good verbal and written communication skills. Excellent presentation skills. Valid driver's license. Willingness to travel extensively. Proven computer literacy.

**Duties:** Co-ordinate the training and development of employees in the district. Manage the analysis of training needs. Develop, facilitate and present courses. Manage the outcome of the determination of present and future competencies required. Guide, monitor and evaluate training. Advocate and advise on relevant bursaries. Manage the maintenance of training data and -database.

**Post Ref No J1/115 - Gert Sibande District Office, Ermelo**

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

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**STATE ACCOUNTANT: GENERAL EXPENDITURE**

**Salary: R 212 106 p.a.**

**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus extensive credible experience in general expenditure processing. Competencies: Working 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 numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills.

**Duties:** Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

**Post Ref No J1/116 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/117 - Nkangala District Office, KwaMhlanga**

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

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**STATE ACCOUNTANT: REVENUE**

**Salary: R 212 106 p.a.**

**Requirements:** A B COMM degree with Financial Accounting as major subject or equivalent finance related qualification, or Gr.12 plus extensive credible experience. Competencies: Working knowledge of 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 financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication, writing and problem solving skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Sound interpersonal and networking skills. Valid driver's license.

**Duties:** Reconcile all revenue transactions and accounts. Clear revenue suspense accounts. Liaise with Treasury on Revenue matters. Ensure that all revenue collected is paid over to the Provincial Revenue Fund. Confirm deposits on BAS. Approve receipts and deposits captured on the system. Reconcile the interfacing

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## H5 ADVERT FOR CITY PRESS 20131110

of revenue items between BAS and PERSAL. Provide technical support to the cash offices. Compile monthly reports. Execute HR performance management.

### Post Ref No J1/118 - Head Office, Nelspruit

**Enquiries:** Mr MD Zulu, Tel (013) 766 5272

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## ADMIN OFFICER: INTERNAL / EXTERNAL BURSARIES

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

**Requirements:** An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

**Duties:** Co-ordinate and oversee the arrangement of bursary committee meetings. Manage bursary administration. Co-ordinate internal- and external bursary forums. Monitor and co-ordinate the awarding of internal and external bursaries. Manage and co-ordinate the recruitment of bursars and develop a database for bursar information. Train and supervise staff. Execute HR performance management.

### Post Ref No J1/119 - Head Office, Nelspruit

**Enquiries:** Ms L Moeketsi, Tel (013) 766 5048

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## 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. 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. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

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

### Post Ref No J1/120 - Bohlabela District Office, Bushbuckridge

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## CHIEF ACCOUNTING CLERK: BUDGET

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

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS and the specified work field. Computer literacy. Sound knowledge and practical experience of the financial accounting procedures, methods and principles established for the processing of specific 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 budget preparation and control for the district, including the coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor expenditure and norms and standards on funding of schools. Train and supervise staff. Allocation of additional funds. Extract financial information from BAS to prepare reports. Ensure compliance with financial regulations. Execute HR Performance Management.

### Post Ref No J1/121 - Nkangala District Office, KwaMhlanga

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

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## **CHIEF ACCOUNTING CLERK: INTERNAL & DATA CONTROL**

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

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS and the specified work field. Computer literacy. Sound knowledge and practical experience of the financial accounting procedures, methods and principles established for the processing of specific 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:** Deal with district internal and data control matters, including source document control, batch control, monitoring of relevant suspense accounts and auditing of transmission payments. Register entities on the mainframe/LOGIS system. Verify and control audited financial statements from schools. Authorise banking details for registered entities on BAS and LOGIS. Assist with audit exercises. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J1/122 - Nkangala District Office, KwaMhlanga**

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

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## **CHIEF ADMIN CLERK: CIRCUIT OFFICE**

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

**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 J1/123 - Lydenburg Circuit Office, Mashishing**

**Enquiries:** Mr T Magoane, Tel (013) 766 7410

**Post Ref No J1/124 - Agincourt Circuit Office, Agincourt Trust, MP Stream**

**Enquiries:** Mr T Magoane, Tel (013) 766 7410

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## **CHIEF PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT**

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

**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 J1/125 - Gert Sibande District Office, Ermelo**

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

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## CHIEF REGISTRY CLERK: PERSAL REGISTRY

**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 PERSAL registry services iro component-, personnel-, leave-, housing-, salary- and other related files in the district Office, in line with the prescribed policy, systems and practices. Execute HR performance management.

**Post Ref No J1/126 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/127 - Nkangala District Office, KwaMhlanga**

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

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## PRINCIPAL HR OFFICER: HR CAREER MATTERS

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

**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 all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.

**Post Ref No J1/128 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/129 - Nkangala District Office, KwaMhlanga**

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

**Post Ref No J1/130 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## PRINCIPAL HR OFFICER: HR EMPLOYMENT

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

**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. Knowledge of related HR Policies and practices. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

**Duties:** Supervise the administration of all new employment matters and re-instatement of salaries in regard of the non-decentralised files and records. Supervise and monitor the administration of all promotions, transfers and rank translations as well as the administration of all acting appointments in regard of the non-decentralised files and records. Supervise and co-ordinate the administration of the employment of interns as well as the administration of all freezing of salaries and vacating of posts in regard of the non-decentralised files and records. Monitor and manage the maintenance of valid employment records on files and on PERSAL. Train and supervise staff and execute HR performance management. Develop capacity in

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regard of the above.

**Post Ref No J1/131 - Head Office, Nelspruit**

**Enquiries:** Mr WH de Beer, Tel (013) 766 5137

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**PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION**

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

**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 J1/132 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/133 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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**PRINCIPAL HR OFFICER: HR PERFORMANCE**

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

**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 the administration of non-decentralised matters 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 J1/134 - Head Office, Nelspruit**

**Enquiries:** Mr A Mthisi, Tel (013) 766 5516

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**PRINCIPAL HR OFFICER: HR PROVISIONING**

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

**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 records on files and on PERSAL. Provide related management information services. Train and supervise staff.

**Post Ref No J1/135 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/136 - Bohlabela District Office, Bushbuckridge**

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**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT**

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

**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Sound knowledge and understanding of the LOGIS System.

**Duties:** Deal with provisioning administration services, including codification, transit management, receipt and issue of goods. Deal with stock control services, including postings, evidence registration and delivery obligations. Supervise and undertake logistical support services that includes the checking, placement and verification of orders for goods, the receiving and verifying of goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive requests for goods from en-users and issue goods to them. Check and maintain goods registers.

**Post Ref No J1/137 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/138 - Nkangala District Office, KwaMhlanga**

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

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## **SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE**

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

**Requirements:** An appropriate 3-year degree/qualification or Grade 12, with sufficient appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counseling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

**Duties:** Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

**Post Ref No J1/139 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J1/140 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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## **TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT**

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

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**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Good verbal and written communication skills. Excellent presentation skills. Valid driver's license. Willingness to travel extensively. Proven computer literacy.

**Duties:** Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

**Post Ref No J1/141 - Ehlanzeni District Office, Kanyamazane**

**Enquiries:** Ms JT Dlamini, Tel (013) 766 0508

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### 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.

**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 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 J1/142 - Bohlabela District Office, Bushbuckridge**

**Enquiries:** Mr TZ Magoane, Tel (013) 708 5030

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### SECRETARY: DIRECTOR'S / CHIEF 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 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 J1/143 - Head Office, Nelspruit (several posts)**

**Enquiries:** Mr JM Tshoba, Tel (013) 766 5297

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## **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 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.**

### **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 20 February 2014 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 20 February 2014**. 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.

