



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

DIRECTOR: PHYSICAL RESOURCE AND FACILITIES PLANNING

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

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

Post Ref No J2/144 - Head Office, Nelspruit

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

ERRATUM

The posts of DCES: AET ASSESSMENT AND ACCREDITATION LEVEL 4 UNIT STANDARDS AND NQF LEVEL 4 as well as DCES: AET UNIT STANDARDS LEVEL 1, 2 AND 3 were advertised as Post Ref No: J1/017 and J1/018 respectively in the City Press of 2 February 2014 with a closing date of 20 February 2014. All parties should note that the job profile with regard to the requirements and duties have been amended as set out below. Applications received up to the closing date will be considered in terms of the amended job profile, and applicants need not re-apply. Prospective applicants who did not apply before, but who are interested in applying for the posts as amended, are afforded the extended opportunity to also submit their applications to reach the Division: HR Provisioning (H/O) by not later than 16h00 on Thursday 27 February 2014.

DEPUTY CHIEF EDUCATION SPECIALIST: ASSESSMENT & ACCREDITATION, AET LEVEL 4 UNIT STANDARDS AND NQF LEVEL 4 PROGRAMMES

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. Report writing skills. Facilitation and presentation skills. Knowledge and skills in Mathematics and Science are strongly recommended.

Duties: Develop, evaluate and maintain a system for assessment 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 J1/017 - Head Office, Nelspruit

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

DEPUTY CHIEF EDUCATION SPECIALIST: AET UNIT STANDARDS - LEVEL 1, 2 AND 3

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. Report writing skills. Facilitation and presentation skills. Knowledge and skills in handling English as a language is strongly recommended for the post.

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 J1/018 - Head Office, Nelspruit

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

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/ , 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 27 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 27 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.

NOTICE

FEBRUARY 2014 OPEN VACANCY LIST

PRINCIPAL POST EZAKHENI COMBINED BOARDING SCHOOL

The public and interested parties are hereby notified in terms of ELRC Resolution 5 of 1998 that the Department's February 2014 Open Vacancy List which advertises the vacant Principal post of Ezakheni Combined Boarding School, is available at all the Department's District- and Circuit offices as well as the Departmental website at www.mpumalanga.gov.za/education/ (select the Vacancies icon).

Please note:

The suitable placement of serving educators who are in addition due to operational requirements will be prioritised, and the Department reserves the right to withdraw any advertised post should it be deemed necessary.

Applications and enquiries should be directed as follows:

• **Applications for advertised post**

FOR DELIVERY BY MAIL

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

FOR DELIVERY BY COURIER

Section: HR Provisioning,
De Jager Street 2, Ermelo.
(A container for hand-delivered applications will be placed with the HR Registry, but will be removed on **27 February 2014** at 15h00)

ENQUIRIES

Mr. Xolani Hlatshwayo
☎ (017) 801 5251

The Department reserves the right to withdraw any of the posts advertised due to ongoing internal processes.

Closing date: Thursday 27 February 2014 at 15h00