



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:

**ENGINEER PRODUCTION GRADE A: PHYSICAL RESOURCE PLANNING
(DORA FUNDED)**

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

Grade A: R 427 824 to R 454 071 p.a. (4 – 12 years post qualification experience)

Grade B: R 479 763 to R 516 843 p.a. (14 – 24 years post qualification experience)

Requirements: A university degree in Civil/Structural Engineering and four (4) years post qualification experience. Registration with ECSA as a Professional Engineer. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: Interpret and apply norms and standards. Manage the engineering inputs and guidance of the Department. Develop policies, strategies and plans. Draft U-amp. Determine and analyse technical condition assessments. Prepare project briefs, business cases, accommodation schedules and operational narratives. Undertake relevant research.

Post Ref No J3/145 - Head Office, Nelspruit

Enquiries: Ms NN Ntuli, Tel (013) 766 5274/0954

CHIEF EDUCATION SPECIALIST: MATHEMATICS PROGRAMMES

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

Requirements: An appropriate recognised REQV 16 or equivalent qualification in the subject mathematics backed by a professional qualification in Education, plus at least twelve years relevant experience in the educational field. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. 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: Manage the implementation of mathematics and GET technology curriculum in all schools. Manage the implementation of mathematics, science and technology strategy in all schools. Promote the development and implementation of policy, programmes and systems for the provisioning of mathematics and GET technology in schools. Develop, evaluate and maintain an assessment and accreditation system. Develop, evaluate and co-ordinate the implementation of skills programmes. Advocacy for mathematics programmes as well as consultation and networking with other stakeholders. Serve as nodal point between the Department of Basic Education and the Department regarding board curriculum for mathematics. Manage, co-ordinate and support the duties of staff in the Subdirectorate.

Post Ref No J3/146 - Head Office, Nelspruit

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

CHIEF EDUCATION SPECIALIST: SCIENCE PROGRAMMES

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

Requirements: An appropriate recognised REQV 16 or equivalent qualification in the subject Physics or Chemistry backed by a professional qualification in Education, plus at least twelve years relevant experience in the educational field. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. 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: Manage the implementation of science and FET technology curriculum in all schools. Manage the implementation of mathematics, science and technology strategy in all schools. Promote the development and implementation of policy, programmes and systems for the provisioning of science and FET technology subjects in schools. Develop, evaluate and maintain an assessment and accreditation system. Develop, evaluate and co-ordinate the implementation of skills programmes. Advocacy for science and technology programmes as well as consultation and networking with other stakeholders. Serve as nodal point between the Department of Basic Education and the Department regarding board curriculum for science and technology. Manage, co-ordinate and support the duties of staff in the Subdirectorate.

Post Ref No J3/147 - Head Office, Nelspruit

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

SENIOR STATISTICIAN: EDUCATION MANAGEMENT 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 in Statistics, plus extensive appropriate experience in statistics analyses or in a mathematics - related environment. Computer literate in Microsoft developments. Excellent statistical analysing skills. Good verbal and written communication skills. Good report writing skills. Sound human relations and the ability to work under pressure and within a team.

Duties: Execute statistical analyses of education data and Stats-SA data. Incorporate external data into useful analytical data. Forecast trends on data to support management decisions. Liaise with other departments / directorates / sectors in assisting with data analyses. Work closely with the Chief Information Officer in regard of the above. Assist management in analyses and understanding of statistical data. Prepare statistical reports for publishing on web-sites, newsletters and media. Liaise within the matrix function on statistical reporting

Post Ref No J3/148 - Head Office, Nelspruit. This is a re-advertisement of Post Ref.No: G2/128 previously advertised in the City Press of 13 May 2012. Interested applicants should re-apply.

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

DEPUTY CHIEF EDUCATION SPECIALIST: SCIENCE AND TECHNOLOGY

Salary: R 341 613 p.a.

Requirements: An appropriate recognised qualifications at REQV 15 or equivalent qualification in the learning/subject area/phase backed by a professional qualification in science, 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 science and technology 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 J3/149 - Head Office, Nelspruit. DCES – Science and Technology, Intermediate phase

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

SENIOR EDUCATION SPECIALIST: EDUCATION MANAGEMENT DEVELOPMENT

Salary: R 277 194 p.a.

Requirements: An appropriate recognised qualifications at REQV 15 or equivalent qualification in the learning/subject area/phase 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. 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: Manage and co-ordinate the implementation of a district education programme to ensure quality leadership in education which include the management of the provision of advice on competencies and performance indicators for education managers, the co-ordination of the implementation of provincial policies on career pathing, induction and in-service training of education managers at all levels as well as the implementation of training programmes for education managers as per training strategy and the management of the rendering of support to education managers at the implementation level of education

Post Ref No J3/150 - Ehlanzeni District Office, Kanyamazane

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

SENIOR EDUCATION SPECIALIST: LEARNING MATTERS

Salary: R 277 194 p.a.

Requirements: An appropriate recognised qualifications at REQV 15 or equivalent qualification in the learning/subject area/phase backed by a professional qualification in Education. 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 J3/151 - Ehlanzeni District Office, Kanyamazane

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

ASSISTANT DIRECTOR: HR BENEFITS PROJECTS

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 employment and conditions of service of educators and officials and related HR policies and practices. Valid drivers license. 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: Develop, co-ordinate, monitor and review policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of payprogression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.

Post Ref No J3/152 - Head Office, Nelspruit

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

CHIEF ETHICS OFFICER: ETHICS MANAGEMENT

Salary: R 252 144 p.a.

Requirements: A 3 –year degree in Risk Management .LLB fraud Investigation. Ethics Management or equivalent relevant recognized qualification or Grade 12 with at least 3-5 years experience in one of the following fields: Risk management, Fraud investigations and/or fraud prevention techniques ethics management. Paralegal background and CFA will be added advantage. Valid drivers license. Good understanding of the relationship between ethic management and combating fraud and corruption techniques managerial experience. Competencies: Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.

Duties: Detect, prevent, investigate and report on unethical conduct/behaviour. Facilitate the implementation of the whistle-blowing strategy/policy. Drive awareness campaigns on the importance of good ethical behaviour/conduct. Scrutinize the risk register and come up with a fraud prevention strategy. Monitor the implementation of departmental plans & strategies. Facilitate the implementation of the whistle-blowing policy/strategy. Investigate fraudulent practices/corruption and recommend appropriate disciplinary actions/measures. Liaise with external/internal security agencies where corrupt/fraudulent practices have been detected. Develop an anti-corruption strategy in consultation with the Premier's Department. Investigate and report on cases/complaints received through the Presidential Hotline by the Premier's Department.

Post Ref No J3/153 - Head Office, Nelspruit

Enquiries: Mr M Bhembe, Tel (013) 766 5101

CHIEF RISK OFFICER: RISK MANAGEMENT

Salary: R 252 144 p.a.

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Requirements: A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Risk management and administration. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.

Duties: Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption.

Post Ref No J3/154 - Head Office, Nelspruit

Enquiries: Mr M Bhembe, Tel (013) 766 5101

HR PRACTITIONER: BENEFITS ADVISORY SUPPORT SERVICE

Salary: R 212 106 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible and appropriate experience in Human Resources management and administration. Competencies: Knowledge of the PERSAL System, legislation regulating the performance management systems of educators and officials and related HR policies and practices as well as knowledge of PILIR. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.

Duties: Provide advisory and secretarial services iro performance management and incentive systems. Provide general research- and policy support services. Develop capacity iro HR policies and practices. Co-ordinate and administer matters related to PILIR.

Post Ref No J3/155 - Ehlanzeni District Office, Kanyamazane

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

SENIOR ADMIN OFFICER: EXAM ADMINISTRATION

Salary: R 212 106 p.a.

Requirements: An appropriate 3-year qualification or Grade 12, plus appropriate experience (preferably at least 5 years) in public administration. Competencies: Good interpersonal, organisational, verbal and written communication skills. Strong administration skills. Ability to perform accurately and methodically under pressure. Ability to interpret directives. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license.

Duties: Manage the registration of candidates for grade 12 national senior certificate including supplementary exams and remarking applicants. Manage an co-ordinate the filing of registration forms and promotional schedules. Manage the generation and printing of mark sheets (Written, Pat, Oral, and SBA). Verify correlation of captured marks against complete computerized SBA mark sheets.

Manage the capturing of final written marks of external exams and the generation of statements of results.

Render quality assurance services in the registration of candidates to ensure compliance. Assist in other exam units during peak periods.

Post Ref No J3/156 - Head Office, Nelspruit

Enquiries: Mr CS Manyabeane, Tel (013) 766 0006

SENIOR SCRIPT CONTROLLER: SCRIPT MANAGEMENT AND DISPATCH

Salary: R 170 799 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Ability to work in a team. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Ability to maintain total confidentiality and work under pressure. Computer literacy. Appointment will be subject to the completion of a vetting / screening process.

Duties: Co-ordinate the collection, sorting and dispatch of scripts and question papers as well as the filing script library and avail materials as the need arises. Arrange for the viewing of scripts. Arrange for the dispatch of exam files to and from moderators. Co-ordinate the receipt and dispatch of scripts. Assist in other exam units during peak periods.

Post Ref No J3/157 - Head Office, Nelspruit

Enquiries: Mr CS Manyabeane, Tel (013) 766 0006

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 required 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 3 April 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 of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

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

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

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*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 3 April 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.