



# 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.**

**Please note that the duties and requirements of all advertised posts are available on the Departmental website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/), select the Vacancies icon.**

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## DIRECTOR

**Salary: An all-inclusive remuneration package of R 819 126 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.**

### DIRECTOR: OFFICE OF THE HOD

**Requirements:**

An appropriate 3-year Bachelor's degree or equivalent qualification in Public Management/Business Management/Project Management/Office Management plus extensive administrative experience at provincial level, as well as networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license.

**Duties:**

Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the

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Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

### Post Ref No J4/158 - Head Office, Nelspruit

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

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#### **DIRECTOR: STRATEGIC PLANNING AND CO-ORDINATION**

**Requirements:** An appropriate recognised Bachelors degree/diploma or equivalent qualification plus appropriate management experience. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Valid code 08 drivers license. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good interpersonal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid driver's license.

**Duties:** Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. 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 J4/159 - Head Office, Nelspruit

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

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#### **DEPUTY DIRECTOR: PROGRAMME MONITORING AND REPORTING**

**Salary: An all-inclusive remuneration package of R 532 278 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.**

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**Requirements:**

An appropriate three-year Bachelor's degree or equivalent qualification in the field of development studies or communication and extensive relevant experience. To comply with the requirements of the post, the successful candidate must have the following competency profile: Knowledge of: Government planning processes and cycles. Good understanding of departmental operations including the budgeting process. The policies of the government of the day, with specific reference to the provincial growth and development strategy of the Province. Global, district and local political, economic and social affairs impacting on the provincial government of Mpumalanga. The relationship between monitoring, evaluation, policy development and implementation. Analysis, review and reporting, statistics and information management plus relevant experience in a monitoring and evaluation environment. Skills: Project management skills. Above-average written skills and professional report writing plus editing and presentation skills. The ability to define, develop and manage strategic areas of responsibility, together with the ability to communicate effectively. Computer literacy coupled with creative, analytical thinking skills. High-level in-house advisory skills. Strong leadership skills with specific reference to the ability to display leadership in complex applications. Team building and strong interpersonal skills. Broad vocabulary level and excellent communication skills (written and verbal). Excellent information management skills. Excellent report writing skills to draft analytical, evaluated and reviewed reports on behalf of the Department. Personal attributes: Highly developed interpretive and conceptualisation / formulation ability. Ability to render advice and guidance in an objective yet dedicated manner. Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. Ability to handle conflict and operate in a team environment. Ability to persuade and influence. Ability to analyse and interpret financial and non-financial data. Valid driver's license.

**Duties:**

Monitor the implementation of provincial programmes and plans. Prepare Departmental reports aligned to the Departmental and Cluster Plans. She/he will maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports to all affected role-players. Develop and maintain departmental database of key service delivery areas, provincial reporting policies, systems and procedures

**Post Ref No J4/160 - Head Office, Nelspruit**

**Enquiries:** Ms P Deglon, Tel (013) 766 5476

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## **ASSISTANT DIRECTOR**

**Salary: R 270 804 p.a.**

### **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

**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 J4/161 - Bohlabela District Office, Bushbuckridge**

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

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### **ASSISTANT DIRECTOR: HR STAFFING**

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## **J4 ADVERT FOR CITY PRESS 20140601**

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 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. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.

**Duties:** Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

### **Post Ref No J4/162 - Bohlabela District Office, Bushbuckridge**

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

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### **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus extensive credible experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liasing skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.

### **Post Ref No J4/163 - Bohlabela District Office, Bushbuckridge**

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

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### **ASSISTANT DIRECTOR: QUALITY ASSURANCE**

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the Human Resources Development field. Competencies: In depth knowledge of the legislation regulating the development and training of staff and related HR policies and practices. Strong policy development and analytical skills. Good presentation skills. Planning and organising skills. Ability to meet deadlines. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Good computer user knowledge and experience is essential. Valid driver's license.

**Duties:** Assure quality of training programmes through monitoring and evaluation. Conduct quality assurance on curriculum and programmes. Ensure the management of return on investment. Monitor the implementation of curriculum. Conduct pre and post programme evaluation. Conduct impact assessment on all training programmes. Execute HR performance management. Train and supervise staff.

### **Post Ref No J4/164 - Head Office, Nelspruit**

**Enquiries:** Mr MS Lubisi, Tel (013) 766 5366

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### **ASSISTANT DIRECTOR: TRAINING PROGRAMMES**

**Requirements:** A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the Human Resources Development field. Competencies: In depth knowledge of the legislation regulating the development and training of staff and related HR policies and practices. Strong policy development and analytical skills. Good presentation skills. Planning and organising skills. Ability to meet deadlines. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Good computer user knowledge and experience is essential. Valid driver's license.

**Duties:** Ensure the co-ordination and delivery of training programmes. Manage mandatory, specialised and generic programmes. Develop and manage a training database. Manage ABET programmes. Monitor the implementation of training programmes. Execute HR performance management. Train and supervise staff.

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**Post Ref No J4/165 - Head Office, Nelspruit**

**Enquiries:** Ms DM Matjee, Tel (013) 766 5106

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**ASSISTANT DIRECTOR: TRANSFORMATION**

**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. Computer literacy is essential. Valid driver's license.

**Duties:** This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Manage staff. Perform management functions.

**Post Ref No J4/166 - Head Office, Nelspruit**

**Enquiries:** Mr SM Mbuli, Tel (013) 766 5300

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**SENIOR ADMIN OFFICER**

**Salary: R 227 802 p.a.**

**SENIOR ADMIN OFFICER: STRATEGIC PLANNING**

**Requirements:** An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience (preferably at least 5 years). Competencies: Strong interpersonal-, project management-, monitoring and research skills. Verbal and written communication skills. Good writing- editing- and analytical skills. Strong ability to liaise at all levels. Experience in the planning and arrangement of large workshops, seminars and conferences. Valid driver's license. Computer expertise in Powerpoint, Excel, the export/import of documents and the conversion of documents to pdf and zip files.

**Duties:** Carry out research related to policies and priorities of government (national, provincial and local). Acquisition and distribution of guidelines for compilation of plans and reports. Co-ordinate information received for compilation of strategic plans and reports. Manage and co-ordinate the administrative function in the Subdirectorate. Compile minutes at Directorate Meetings.

**Post Ref No J4/167 - Head Office, Nelspruit**

**Enquiries:** Ms P Deglon, Tel (013) 766 5476

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**SENIOR ADMIN OFFICER: TRANSPORT**

**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. Good writing- editing- and analytical skills. Proven management skills. Computer literacy. Valid driver's license.

**Duties:** Manage and control transport services for the district in accordance with policy and delegations. Manage, control and co-ordinate the rendering of GG transport services, subsidised transport services as well as scholar transport services.

**Post Ref No J4/168 - Nkangala District Office, KwaMhlanga**

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

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**ADMIN OFFICER: BUILDING PROJECT PRELIMINARIES**

**Salary: R 183 438 p.a.**

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**Requirements:** An appropriate 3-year degree/qualification, or gr.12 plus sufficient credible experience. Competencies: good interpersonal, organisational, 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:** Administer the implementation of priority list planning programmes, the clearing of building size detail and the procurement of property. Assist with the compilation of tender documents. Administer the appointment of consultants and contractors.

**Post Ref No J4/170 - Head Office, Nelspruit**

**Enquiries:** Mr MZ Maloma, Tel (013) 766 5158

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### CHIEF ACCOUNTING CLERK: SALARY ACCOUNTS

**Salary: R 183 438 p.a.**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound knowledge of PERSAL and BAS, and the specified work field. Computer literacy. Sound knowledge and practical experience of the procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, interpersonal-, supervisory-, training- and evaluation skills. A valid drivers license will be an advantage.

**Duties:** Supervise district salary account matters, including the re-issue of payments on BAS, identification/recovery/writing off of salary- and other debts, monitoring of salary- and salary debt accounts, as well as salary fraud. Train and supervise staff. Execute HR Performance Management. Execute HR Performance Management.

**Post Ref No J4/171 - Nkangala District Office, KwaMhlanga**

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

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### CHIEF ADMIN CLERK: CIRCUIT OFFICE

**Salary: R 183 438 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. A valid drivers license will be an advantage.

**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 J4/172 - Mkhuhlu Circuit Office, Mkhuhlu**

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

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### CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL

**Salary: R 183 438 p.a.**

**Requirements:** Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid drivers license will be an advantage.

**Duties:** Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable

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government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management

### Post Ref No J4/173 - Head Office, Nelspruit

**Enquiries:** Ms MB Lesele, Tel (013) 766 5755

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## PRINCIPAL HR OFFICER

**Salary: R 183 438 p.a.**

### PRINCIPAL HR OFFICER: HR CAREER MATTERS

**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. A valid drivers license will be an advantage.

**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 J4/174 - Ehlanzeni District Office, Kanyamazane

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

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### PRINCIPAL HR OFFICER: HR HOUSING & LEAVE

**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. A valid drivers license will be an advantage.

**Duties:** Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.

### Post Ref No J4/175 - Ehlanzeni District Office, Kanyamazane

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

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## PROVISIONING ADMIN OFFICER: IMMOVABLE ASSETS

**Salary: R 183 438 p.a.**

**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Computer literacy. A valid drivers license will be an advantage.

**Duties:** Deal with the valuation of property appreciation/depreciation over the lifespan of the facilities/assets. Quantify cost of maintenance of facilities/assets and maximise optimal use. Interrogate, interpret and assess the integrity of data received from property valuers. Manage the value and returns on state property assets. Maximise the value of district property. Monitor delivery of district infrastructure projects. Deal with the transfer of property. Monitor and maintain the Asset Register in respect of immovable property in the district owned by the Department.

### Post Ref No J4/176 - Gert Sibande District Office, Ermelo

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

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## ADMIN CLERK

**Salary: R 123 738 p.a.**

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**ADMIN CLERK: BUILDING PROJECT & WORKS ADMIN.**

**Requirements:** Grade 12 certificate or a recognised equivalent qualification with accounting as a subject. Competencies: Strong administration skills. Good organisational, verbal and written communication skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Computer literacy with specific knowledge in MS Excel, - Word and -Powerpoint. Good filing and record keeping skills. Experience in infrastructure payment of accounts.

**Duties:** Ensure timeous payment of infrastructure claims received from the Implementing Agent/s. Conduct the accurate filing of documents. Handle enquiries received from the Implementing Agent/s on behalf of the Service Providers (Consultants and Contractors). Monitor and follow up on unpaid claims. Perform monthly reconciliations of the Infrastructure Reporting Model (IRM) and In Year Monitoring (IYM) Reports. Prepare and submit monthly reports on the performance of infrastructure projects. Assist in the general administration of the section.

**Post Ref No J4/177 - Head Office, Nelspruit**

**Enquiries:** Mr MZ Maloma, Tel (013) 766 5158

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**ADMIN CLERK: CIRCUIT OFFICE**

**Requirements:** Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy. Applicants may be required to complete a typing test.

**Duties:** Render financial- and logistical administration support services. Render HR administration support services, including payroll verification, and dealing with enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries.

**Post Ref No J4/178 - Stan East Circuit Office, Standerton**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

**Post Ref No J4/179 - Weltevrede Circuit Office, Siyabuswa**

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

**Post Ref No J4/180 - Emalahleni 1 Circuit Office, Emalahleni**

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

**Post Ref No J4/181 - Middelburg 3 Circuit Office, Middelburg**

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

**Post Ref No J4/182 - Insikazi Circuit Office, Kabokweni**

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

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**ADMIN CLERK: NUTRITION PROGRAMMES**

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**Requirements:** Grade 10/12 or equivalent certificate. Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy. Applicants may be required to complete a typing test.

**Duties:** Provide a support service in respect of the Nutrition Programmes component, including general administrative-, logistical- and typing support services. Receive, co-ordinate and distribute information between the office and related structures. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary. Administer payment of service providers, and maintain financial records. Process queries.

### Post Ref No J4/183 - Nkangala District Office, KwaMhlanga

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

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### ADMIN CLERK: QUALITY MANAGEMENT AND SUPPORT

**Requirements:** Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy. Applicants may be required to complete a typing test.

**Duties:** Render general administrative support regarding the development of School Improvement Plans. Update and administer a database of needs for logistical and academic support. Provide general clerical and typing support and answer related enquiries.

### Post Ref No J4/184 - Head Office, Nelspruit

**Enquiries:** Mr SA Sukati, Tel (013)766 5805

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### ADMIN CLERK: RISK MANAGEMENT

**Requirements:** Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Ability to meet deadlines. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy in regard of all MS Office applications. Appropriate office administration experience may be an advantage.

**Duties:** Render administration services pertaining to all aspects of risk management services. Capture relevant information on a database which will serve as a risk register. Handle all logistical arrangements for workshops regarding risk management awareness. Maintain filing system. Process queries.

### Post Ref No J4/185 - Head Office, Nelspruit

**Enquiries:** Mr M Bhembe, Tel (013) 766 5431

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### ADMIN CLERK: SCHOLAR TRANSPORT

**Requirements:** Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

**Duties:** Administer tenders, service contracts and the budget for scholar transport. Receive bids for the provision of scholar transport and administer the submission for recommendation. Verify payments to service providers. Handle all administration matters with regard to service agreement contracts. Deal with all enquiries with regard to the above.

### Post Ref No J4/186 - Nkangala District Office, KwaMhlanga

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

**Post Ref No J4/187 - Ehlanzeni District Office, Kanyamazane**

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

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### **DRIVER: OFFICE AUXILIARY SERVICES**

**Salary: R 103 494 p.a.**

**Requirements:** Grade 10 certificate and candidates must be literate (good writing and reading skills). Ability to solve problems by applying standard procedures. This position requires a dedicated and hard-working person with sound communication and interpersonal skills. Valid driver's license.

**Duties:** Provide safe transport services. Deliver mail to and from post offices, institutions, districts and Head office. Collect and deliver documents between offices. Render registry support services. Perform errands.

**Post Ref No J4/188 - Head Office, Nelspruit**

**Enquiries:** Mr SM Leggau, Tel (013)766 5019

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### **DRIVER/MESSENGER: CIRCUIT MANAGEMENT**

**Salary: R 103 494 p.a.**

**Requirements:** Grade 10 certificate and a valid code 08 driver's license. Good driving skills. Competencies: experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Ability to solve problems related to standard procedures.

**Duties:** Provide safe transport services within the Circuit office. Serve as a courier of documentation and other items between the Circuit office and other offices/institutions. Assist the office with duplication- and office support services.

**Post Ref No J4/189 - Sabie Circuit Office, Sabie**

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

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### **GENERAL WORKER: CIRCUIT OFFICE**

**Salary: R 73 044 p.a.**

**Requirements:** No formal qualification is required for this position, but appropriate work experience and/or knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: A. Competencies related to cleaning duties: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. B. Competencies related to ground maintenance duties: Basic knowledge of garden maintenance techniques, equipment and the application thereof. Ability to perform basic gardening duties with related garden maintenance equipment according to specified gardening techniques to ensure acceptable growth and neat appearance of gardens. Basic maintenance and repair skills. C. Generally applicable competencies: The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.

**Duties:** Clean buildings, facilities and other structures as required. Assist with the loading, unloading, dispatching and taking of stock. Maintain buildings, facilities, drainage systems and other structures. Maintain and develop gardens, grounds, lawns and fences, where applicable. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Clean and service equipment. Report faults on the terrain. Perform errands.

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**Post Ref No J4/190 - Stan East Circuit Office, Standerton**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

**Post Ref No J4/191 - Kwagqafontein West Circuit Office, Kwagqafontein**

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

**Post Ref No J4/192 - Middelburg 2 Circuit Office, Middelburg**

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

**Post Ref No J4/193 - Emalahleni 1 Circuit Office, Emalahleni**

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

**Post Ref No J4/194 - Nkululeko Circuit Office, Matsulu**

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

**Post Ref No J4/195 - White River Circuit Office, White River**

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

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**CHIEF EDUCATION SPECIALIST: EDUCATION LIBRARY- AND IT SERVICES**

**Salary: An all-inclusive remuneration package of R 657 879 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 an equivalent qualification in the learning/subject area/phase, 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 policy on the provisioning and utilisation of printed media and the management of school and education libraries as well as the development and implementation of policy on the provisioning and utilisation of audio-visual hardware and software. Manage the Departmental Education Library for printed and audio-visual media. Co-ordinate, manage and monitor the development and implementation of policy on the utilisation of computer hardware and software at schools, education libraries and offices.

**Post Ref No J4/196 - Head Office, Nelspruit**

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

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**DEPUTY CHIEF EDUCATION SPECIALIST (DCES)**

**Salary: R 366 891 p.a.**

**DEPUTY CHIEF EDUCATION SPECIALIST: AYIHLOME IFUNDE**

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**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus ten years relevant experience as well as credible management experience. In depth understanding of the provincial education system and general administration matters is vital, combined with a thorough knowledge of the Public Service Act, Employment of Educators Act, SASA, PFMA and other relevant applicable legislation. Knowledge of the National Curriculum Statements. Ability to assist schools in establishing structures and systems. Good organisational, planning and management skills. Sound independent thinking-, problem-solving and critical analysis skills. Research and report writing skills. Experience in conflict resolution and crisis intervention. Proven negotiation skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent networking skills. A strong interest in the development of the education system. Well developed administrative skills. Ability to conduct impact assessment on service delivery. Willingness to work unusual hours and travel. Ability to work under pressure and produce excellent results. Ability and commitment to meet deadlines. Computer literacy. Valid Code 08 Drivers license. Registration with SACE

**Duties:** Implement outreach programmes aimed at improving the quality of education in schools and the quality of governance. Promote interaction between the Department and all role-players in the delivery of education and related services. Perform crisis intervention. Perform environmental scanning. Identify schools to be given support in terms of the departmental plans. Ensure that under-performing institutions work within an integrated intervention service delivery model. Liaise with managers in the Department and co-ordinate Executive Council pre-visit reports on issues identified. Hold meetings/road shows/izimbizo with school authorities and members of different communities. Receive and scrutinise issues, investigate these with relevant components, and evaluate responses. Draft a response programme and prepare and co-ordinate feedback to schools and communities after consultation with the relevant stakeholders.

### Post Ref No J4/197 - Head Office, Nelspruit

**Enquiries:** Mr J Nsibandé, Tel (013) 766 5895

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## DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus ten 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 J4/198 - Middelburg 1 Circuit Office, Middelburg

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

### Post Ref No J4/199 - Manyeleti Circuit Office, Islington

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

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## DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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

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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 J4/200 - KwaMhlanga Education Development Centre, KwaMhlanga**

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

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#### **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION MANAGEMENT & - GOVERNANCE DEVELOPMENT**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus ten years relevant experience as well as credible management experience. Sound knowledge and understanding of the implementation, monitoring and maintenance of education management and -governance capacity development programmes. Good organisational-, planning and management 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 education management and -governance capacity development programmes. Co-ordinate and manage the implementation of a district education programme to ensure quality leadership in education. Co-ordinate and manage the implementation of a district governance capacity development programme to ensure quality of governance at all levels of education. Co-ordinate and manage the implementation of learner affairs development programmes to ensure quality school youth support in all levels of education. Co-ordinate and manage institutional safety initiatives and the implementation thereof. Implement and maintain systems that would assure quality regarding the implementation of the mentioned programmes.

### **Post Ref No J4/201 - Nkangala District Office, KwaMhlanga**

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

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

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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 J4/202 - Head Office, Nelspruit (DCES - Geography)**

**Enquiries:** Mr C Buthelezi, Tel (013) 766 0908

### **Post Ref No J4/203 - Head Office, Nelspruit (DCES - History)**

**Enquiries:** Mr C Buthelezi, Tel (013) 766 0908

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#### **DEPUTY CHIEF EDUCATION SPECIALIST: RESEARCH**

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**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus ten years relevant research experience. Good organisational and planning skills. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Well developed verbal and written communication skills. Sound knowledge and experienced in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Experienced in statistical techniques for collecting, organising, analysing and interpreting of data. Valid driver's license. Registration with SACE.

**Duties:** Form part of the Research Unit Management Team. Support the manager of the Research Unit to enable a well managed Research Unit and that goals and strategic objectives are achieved. Compile and submit weekly reports to the Unit Manager concerning achievements and progress. Interact with the line manager to determine research needs. Promote access to and the effective utilisation of resources. Give inputs regarding the planning of a workable research schedule for the Unit. Establish and maintain a research data base of information, including records of all research projects, resources and reference materials available. Produce and disseminate a quarterly research newsletter. Assist with the establishment of a Departmental Learning Journal. Establish and maintain national and international partnerships with Universities, other Research Units, other Government Departments and NGOs. Work in close co-operation with the relevant district- and Head Office staff. Assist with the provisionig of relevant and timely empirical data. Draft and submit to the line manager research proposals for approval. Support the conducting of research, collecting, analysing and interpreting the data, writing, presenting and publishing reports. Write and submit for publication articles related to research conducted in the province. Prepare research driven paper(s) at educational conferences. Support formal research and Action Research Projects.

### Post Ref No J4/204 - Head Office, Nelspruit

**Enquiries:** Mr A Baloyi, Tel (013) 766 5476

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### DEPUTY CHIEF EDUCATION SPECIALIST: SENIOR PHASE

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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 Curriculum implementers in the district.

### Post Ref No J4/205 - Ehlanzeni District Office, Kanyamazane

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

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### DEPUTY CHIEF EDUCATION SPECIALIST:WHOLE SCHOOL EVALUATION

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase 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.

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**Post Ref No J4/206 - Head Office, Nelspruit**

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

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## **SENIOR EDUCATION SPECIALIST (SES)**

**Salary: R 297 705 p.a.**

### **SENIOR EDUCATION SPECIALIST: FET**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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 J4/207 - Ehlanzeni District Office, Kanyamazane (SES - Human and social studies)**

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

**Post Ref No J4/208 - Ehlanzeni District Office, Kanyamazane (SES - Physical Science, FET) (2 posts)**

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

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

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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 J4/209 - Bohlabela District Office, Bushbuckridge**

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

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### **SENIOR EDUCATION SPECIALIST: PHYSICAL RESOURCE PLANNING**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus eight years experience in the educational field. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Time management and financial management skills. Experience in the field of project planning, financial planning or information management will be a recommendation. A valid driver's license and computer literacy is a prerequisite. Registration with SACE.

**Duties:** Develop and implement plans for the strategic provisioning of physical resources and the registration of institutions. Develop and operate strategic education and training management information systems. Implement strategic financial planning.

**Post Ref No J4/210 - Nkangala District Office, KwaMhlanga**

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

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### SENIOR EDUCATION SPECIALIST: SCHOOL SPORTS PARTICIPATION

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus 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 participation. Management skills. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate school sports tournament programmes in line with the provincial and national framework. Implement sports competition programmes in the district. Consult and network with other stakeholders regarding school sports competition issues. Promote school sports tournaments in the district. Ensure talent identifications and development. Serve as nodal point between the provincial- and the district level regarding sports participation matters.

### Post Ref No J4/211 - Bohlabela District Office, Bushbuckridge

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

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### SENIOR EDUCATION SPECIALIST: SENIOR PHASE

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase plus eight years experience in the educational field. Good organisational, planning and management skills, and credible curriculum management experience in the GET 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 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 J4/212 - Nkangala EDC, Moretele (SES - Mathematics, GET Senior phase)

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

### Post Ref No J4/213 - Ehlanzeni District Office, Kanyamazane (SES - Siswati, GET Senior phase) (2 posts)

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

### Post Ref No J4/214 - Ehlanzeni District Office, Kanyamazane (SES - Arts and Culture, GET Senior phase)

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

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

**Requirements:** A recognized REQV 15 or an equivalent qualification in the learning/subject area/phase plus six years 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

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teams and any outside support agencies. Provide the above services to at least 20 neighboring SEN Institutions regularly.

### Post Ref No J4/215 – Bohlabela District Office, Bushbuckridge

**Enquiries:** Mr SW Mashaba, Tel (013) 766 7420

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## ACCOUNTING CLERK

**Salary: R 123 738 p.a.**

### ACCOUNTING CLERK: DISTRICT OFFICE

**Requirements:** Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

**Duties:** Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

### Post Ref No J4/216 – Gert Sibande District Office, Ermelo (2 posts)

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

### Post Ref No J4/217 – Bohlabela District Office, Bushbuckridge

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

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## GENERAL ADMIN CLERK

**Salary: R 123 738 p.a.**

### GENERAL ADMIN CLERK: DISTRICT OFFICE

**Requirements:** Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Computer skills. Applicants may be required to complete a typing test. Relevant experience in the field of office administration will be an added advantage.

**Duties:** Provide a support services for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

### Post Ref No J4/218 – Gert Sibande District Office, Ermelo

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

### Post Ref No J4/219 – Nkangala District Office, KwaMhlanga (2 posts)

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

### Post Ref No J4/220 – Ehlanzeni District Office, Kanyamazane (2 posts)

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

### Post Ref No J4/221 – Bohlabela District Office, Bushbuckridge (2 posts)

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

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### GENERAL ADMIN CLERK: HEAD OFFICE

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## **J4 ADVERT FOR CITY PRESS 20140601**

**Requirements:** Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Computer skills. Applicants may be required to complete a typing test. Relevant experience in the field of office administration will be an added advantage.

**Duties:** Provide a support services for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

### **Post Ref No J4/222 – Head Office, Nelspruit (3 posts)**

**Enquiries:** HR Recruitment, Tel (013) 766 5524/5378/5175/5535

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## **HR CLERK**

**Salary: R 123 738 p.a.**

### **HR CLERK: DISTRICT OFFICE**

**Requirements:** Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

**Duties:** Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

### **Post Ref No J4/223 – Gert Sibande District Office, Ermelo (3 posts)**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

### **Post Ref No J4/224 – Nkangala District Office, KwaMhlanga (2 posts)**

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

### **Post Ref No J4/225 – Bohlabela District Office, Bushbuckridge**

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

### **HR CLERK: HEAD OFFICE**

**Requirements:** Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

**Duties:** Render HR administration services related to any of the following: Establishment Administration-, Recruitment-, Employment-, HR Benefits Administration- and/or HR Performance Management. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

### **Post Ref No J4/226 – Head Office, Nelspruit (2 posts)**

**Enquiries:** HR Recruitment, Tel (013) 766 5524/5378/5175/5535

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## **ADMIN CLERK: TRANSVERSAL HRD SERVICES**

**Salary: R 123 738 p.a.**

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## J4 ADVERT FOR CITY PRESS 20140601

**Requirements:** Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Computer literacy.

**Duties:** Render administration and logistical services pertaining to any of the following human resource development matters: Internal and/or External bursaries, Internship and Learnership Programmes, Skills Audit Programmes and/or Training programmes. Develop and maintain records and databases as required. Execute related monitoring actions, process queries and provide information as required.

**Post Ref No J4/227 - Head Office, Nelspruit (4 posts)**

**Enquiries:** HR Recruitment, Tel (013) 766 5524/5378/5175/5535

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## PROVISIONING ADMIN CLERK

**Salary: R 123 738 p.a.**

### PROVISIONING ADMIN CLERK: DISTRICT OFFICE

**Requirements:** Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

**Duties:** Render administrative support services pertaining to any of the following: Demand-, Acquisition-, Logistical management-, Security-, Movable and Immovable assets- and/or Asset Control functions. Capture data and maintain databases and systems. Maintain all relevant records and management information. Arrange meetings if so required. Deal with travelling and accommodation arrangements and ordering of stationary where applicable. Provide clerical support and provide information as required.

**Post Ref No J4/228 - Gert Sibande District Office, Ermelo**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

**Post Ref No J4/229 - Nkangala District Office, KwaMhlanga**

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

**Post Ref No J4/230 - Ehlanzeni District Office, Kanyamazane**

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

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### PROVISIONING ADMIN CLERK: HEAD OFFICE

**Requirements:** Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

**Duties:** Render administrative support services pertaining to the following: demand-, security -, movable and immovable asset -, acquisition- and logistical management as well as asset control functions. Capture data and maintain databases and systems. Maintain all relevant records and management information. Arrange meetings if so required. Deal with travelling and accommodation arrangements and ordering of stationary where applicable. Provide clerical support and provide information as required.

**Post Ref No J4/231 - Head Office, Nelspruit**

**Enquiries:** HR Recruitment, Tel (013) 766 5524/5378/5175/5535

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## REGISTRY CLERK

**Salary: R 123 738 p.a.**

**Requirements:** Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

**Duties:** Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

**Post Ref No J4/232 - Head Office, Nelspruit**

**Enquiries:** HR Recruitment, Tel (013) 766 5524/5378/5175/5535

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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 19 June 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.

\*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

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\*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 19 June 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.