



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

## **NOTE:**

**Interested parties should note the following:**

**The closing date for all posts previously advertised on 1 June 2014 with reference numbers J4/158 up to J4/232 has been extended to 24 July 2014. All applications already submitted and received remain valid including those applications that were received after the original closing date of 19 June 2014. Applicants therefore need not re-apply.**

**The following advertised posts have been withdrawn:**

**Director: Strategic Planning, Research and Project Co-ordination - reference number J4/159 as advertised in the City Press of 1 June 2014.**

**Deputy Director: Security Management - reference number J1/013 as advertised in the City Press of 2 February 2014.**

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

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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

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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 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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**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.**

**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

**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.

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

**Enquiries:** Mr K Matsane, Tel (013) 766 5212

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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

### 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 1788

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## ADMIN OFFICER: BUILDING PROJECT PRELIMINARIES

Salary: R 183 438 p.a.

**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 1788

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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 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.

### 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 1788

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

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

**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**

**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 1788

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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**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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**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 Lekgau, 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.

**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

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

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

**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:** Dr H van Zyl, Tel (013) 766 0055

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## DEPUTY CHIEF EDUCATION SPECIALIST (DCES)

Salary: R 366 891 p.a.

### DEPUTY CHIEF EDUCATION SPECIALIST: AYIHLOME IFUNDE

**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 1788

**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 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 1788

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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**

**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

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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.

**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

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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**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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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 1788

#### **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 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)**

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**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 1788

**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**

**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

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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 J4/225 – 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.**

**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**

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**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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

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

**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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## **CHIEF DIRECTOR: DISTRICT CO-ORDINATION AND MANAGEMENT**

**Salary: An all-inclusive remuneration package of R 988 152 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.**

**Requirements:**

A three-year relevant Degree or Diploma or equivalent qualification in Public Administration or related field. Credible and sufficient experience at senior management level. Knowledge and extensive proven experience in high level planning and management as well as a thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive and credible knowledge in the Education procedures and practices. Competencies: 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 capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results within a complex and diverse environment. Valid driver's license.

**Duties:**

Monitor the support rendered by districts in:

- Providing an enabling environment for education institutions within a district area to do their work in line with education law and policy
- Assisting principals and educators to improve the quality of teaching and learning in their institutions
- Serving as an information node for education institutions and facilitating ICT connectivity in all institutions within the district
- Providing an enabling environment for the professional development of educators and administrative staff members.

Promoting system accountability by:

- Holding districts to account for the performance of the education institutions in the district area
- Accounting to the provincial education department for the performance of education institutions in the districts
- Accounting to the provincial education department in terms of the performance agreements that stipulate the roles, functions and responsibilities of district directors in line with relevant policies.

Monitoring the extent to which districts promote public information sharing by:

- Informing and consulting with the public in an open and transparent manner
- Upholding Batho Pele principles in all dealings with the public.

Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. 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 J5/233 - Head Office, Nelspruit**

**Enquiries:**

Mr CD Maebela, Tel (013) 766 5071/5520

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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: CURRICULUM ENRICHMENT

**Requirements:** An appropriate recognised Bachelor's degree or equivalent qualification, backed by sufficient credible education management experience is required, while a relevant postgraduate qualification will be an added advantage. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing curriculum enrichment, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of curriculum enrichment. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

**Duties:** Promote the development and implementation of policy, programmes and systems regarding all aspects of nutrition programmes, HIV/Aids Education, sports, music and cultural programmes and printed media and school libraries. Manage the co-ordination and implementation of nutrition programmes, and assess the impact thereof. Manage, co-ordinate and evaluate the development and implementation of HIV/Aids Education, and develop and maintain a strategic collaboration between Health, Education, Social Services and Agriculture. Manage, co-ordinate and evaluate the development and implementation of sports, music and cultural programmes. Co-ordinate, manage and monitor the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Analyse and identify professional, educational and resource needs (physical, financial and human). Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**Post Ref No J5/234 - Head Office, Nelspruit**

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

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### DIRECTOR: MANAGEMENT INFORMATION AND TECHNOLOGY

**Requirements:** An appropriate recognised Bachelors degree/diploma or equivalent qualification in Information Technology plus a minimum of 3 years appropriate management experience. Valid code 08 drivers license. Knowledge, skills and competencies required: •Extensive technical knowledge of the relevant technical hardware and software utilised by the Department • Extensive knowledge and experience in the co-ordination and release of official statistics and data to all stakeholders as well as the management of the operation of education and training management information systems(EMIS) •Ability to provide sound technical advice to all Line Managers •Strong leadership ability in securing technical resources for the Department to adequately provide every user with updated information technology •Ability to capitalize on human potential and to build a strong team •Good planning, organising and project management skills •Excellent verbal communication- and report writing skills.

**Duties:** Manage the co-ordination, classification and control of the release of official statistics and data to other government departments and educational statutory bodies. Manage the strategic development and operation of education and training management information systems, and the provisioning of data which include the establishment of a provincial master list of schools, the provision of technical assistance for monitoring the performance of the education and training system and the registering of every learner on

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accreditation. Manage the establishment, support and maintenance of effective and efficient information technology systems throughout the department. These information technology systems include the provision of technical services such as wide- and local area networks and virus protection software as well as web services such as a Geographical Information System(GIS) at Head Office and district Offices.

**Post Ref No J5/235 - Head Office, Nelspruit**

**Enquiries:** Mr CD Maebela, Tel (013) 766 5071/5520

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**DIRECTOR: HUMAN RESOURCE CAPACITY DEVELOPMENT**

**Requirements:**

A three-year relevant Degree or Diploma or Grade 12 plus extensive appropriate experience. Proven outstanding managerial and service delivery competency. In depth understanding of Provincial Skills Development needs espoused in the Provincial Human Resource Development Strategy and the Mpumalanga Economic Growth and Development Path. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Capacity Development. Advanced planning, organizing, reporting and project management skills. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Proven ability to work with different stakeholders both in the public & private sectors. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

**Duties:**

Conduct research on human resource development, skills audit and co-ordinate the delivery of training programmes, including ABET for all spheres of government in the Province. Manage the conducting of needs analysis impact on skills audit and net return on investment as well as the development of- and implementation of capacity development policies and e-learning. Manage the monitoring of compliance in respect of training programmes with the relevant legislations. Manage mandatory, specialised and generic programmes. Develop and manage training database. Manage the monitoring of the implementation of training programmes. Manage the development of curriculum programmes and ensure quality assurance thereof. Manage accreditation on capacity development programmes. Manage the designing of learning programmes and curriculum as per SAQA requirement. Manage the delivery of accredited training programmes. Manage quality assurance on curriculum and programmes. Ensure the management of return on investment. Monitor the implementation of curriculum. Manage pre and post programme evaluation as well as impact assessment on all training programmes.

**Post Ref No J5/267 - Head Office, Nelspruit**

**Enquiries:** Ms G Mashiteng, Tel (013) 766 5555

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## DEPUTY DIRECTOR

**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.**

### DEPUTY DIRECTOR: BEHAVIOUR MANAGEMENT

**Requirements:** A three-year relevant Degree or Diploma or equivalent qualification plus appropriate experience in behaviour management. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

**Duties:** Manage the Behaviour Management Unit. Co-ordinate and manage all matters pertaining to incapacity/inefficiency, misconduct and employee behaviour. Select persons to chair or prosecute disciplinary hearings. Co-ordinate and analyse all reports from district offices pertaining to misconduct and incapacity. Give direction to, co-ordinate, monitor and advise on all misconduct and incapacity related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Behaviour Management services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to contribute at that level.

**Post Ref No J5/236 - Head Office, Nelspruit**

**Enquiries:** Mr H Ngwenya, Tel (013) 766 5385

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### DEPUTY DIRECTOR: PRODUCTION AND PUBLICATIONS

**Requirements:** An appropriate 3-year degree/qualification in Journalism, Communications, Public Relations or Marketing, plus sufficient appropriate management experience. Competencies: Management skills. Computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Strategic thinking with creative flair. Ability to work under pressure and to communicate effectively. Valid drivers license.

**Duties:** Co-ordinate and manage all production and publication matters. Manage and co-ordinate the production of the departmental news letter and any other publications as well as the placing of relevant departmental information on the Internet and other related information services. Manage the maintenance of the developed communications data base. Manage the co-ordination of all media production activities e.g. desktop-publishing, audio visual services and related technical support services. Manage and co-ordinate all recordings and editing during departmental functions, events and press conferences. Manage the rendering of language-, translation-, speech writing and editing services as well as the rendering of a communications library service.

**Post Ref No J5/238 - Head Office, Nelspruit**

**Enquiries:** Mr J Zwane, Tel (013) 766 5514

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## GIS SPECIALIST: WEB SERVICES

**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.**

**Requirements:** University degree in Information Technology / Computer Science / BSc plus an appropriate Honours- and / or Masters degree. An additional tertiary GIS qualification in Geographical Information Systems. At least three to five years experience in management of Geographic Information Systems. The following will serve as strong recommendations: GIS database administration, GIS web application development and/or spatial analysis and data extraction. Experience in working with Arc Gis or Arc IMS. Project management. Knowledge of Government legislation regarding spatial information. Experience in the educational sector will be an advantage. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and expended working hours. Valid driver's license. Short listed candidates will be required to complete a technical / practical competency test.

**Duties:** Manage, maintain and support the departmental GIS services. Identify and acquire spatial and non-spatial data from various sources. Prepare data for use in the GIS environment. Use static information and non-spatial information to create spatial data. Compile and print reports and maps based on the spatial analysis. Responsible for business report writing and spatial data presentations. Promote the use of GIS and spatial analysis in the planning and monitoring of in-house development. Represent the department on departmental, provincial and national level.

**Post Ref No J5/239 - Head Office, Nelspruit**

**Enquiries:** Mr ZCJ van der Merwe, Tel (013) 766 5126

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## ASSISTANT DIRECTOR

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

### ASSISTANT DIRECTOR: EMPLOYEE ASSISTANCE (EAP)

**Requirements:** A recognized Degree in Social Work/Psychology or Grade 12. A formal Qualification in Employee Assistance Programme is required. Professional registration with the Health Professional Council of South Africa (HPCSA) or SACSSP is also required. At least three years relevant experience in programme development and implementation. Thorough knowledge of the Employee Health and Wellness Strategic Framework, set policies, legislation and operation related to Employee Assistance Programmes is required. Ability to provide counseling with maturity and sensitivity. Knowledge of PMDS, PFMA is required. Strong interpersonal skills. Well- developed written and verbal communication skills. Strong presentation and report writing skills. Good problem solving skills. Ability to work independently. Ability to perform needs analysis. Willingness to travel. Valid driver's license is required.

**Duties:** Manage the implementation of the Wellness Management and Safety, Health Environment, Risk and Quality (SHERQ) measures within the EHW Strategic framework for the public service. Provide counseling services. Conduct Occupational Health and Safety audits and advice directorates about corrective measures required to comply. Capacity building of staff and supervisors in relation to wellness. Market the programme and establish partnerships with internal and external stakeholders. Liaising with external therapist and agencies providing wellness services. Develop pro-active programmes. Present needs-based programmes to Departmental employees. Manage and Supervise staff in the division.

**Post Ref No J5/240 - Head Office, Nelspruit**

**Enquiries:** Ms D Hlungwani, Tel (013) 766 5053

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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 liaising 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 J5/241 - Gert Sibande District Office, Ermelo**

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

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### **ASSISTANT DIRECTOR: WORK STUDY AND JOB EVALUATION**

**Requirements:** An appropriate Bachelor' degree and Certificate in Organisation and Work Study (Management Services) or a National Diploma in Organisation and Work Study (Management Services) or Grade 12 certificate backed by extensive relevant experience in the Organisation and Work Study field. Proof of formal training in Job Evaluation (Equate Systems) would be an advantage. Competencies: In depth knowledge of the Core's, legislation regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.

**Duties:** Provide work study support services in line with strategic- and HR Planning. Manage the development, implementation and monitoring of policy and procedures pertaining to job evaluation, -reviews and -grievances. Manage the assessment and processing of requests for job evaluation. Co-ordinate and facilitate the job evaluation process with the provincial unit. Manage cases where posts have been upgraded or downgraded. Fulfil the reporting requirements i.r.o job evaluation.

**Post Ref No J5/242 - Head Office, Nelspruit**

**Enquiries:** Mr JZ Motha, Tel (013) 766 5510

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### **ASSISTANT DIRECTOR: ASSET CONTROL**

**Requirements:** A BCOMM degree or equivalent qualification with financial accounting as a major subject or Gr. 12, backed by extensive relevant experience and credible management experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Develop co-ordinate, monitor and review policies, delegations, practices and systems pertaining to stocktaking, loss control as well as asset inspections. Manage the implementation of related non-decentralised matters. Ensure the development of decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management. Development and management of asset register. Disposal of assets. Perform monthly reconciliations between BAS, LOGIS and BAUD for all assets.

**Post Ref No J5/269 - Head Office, Nelspruit**

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

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## **CHIEF COMMUNICATION OFFICER: COMMUNITY- AND INTRA-DEPARTMENTAL LIASON**

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

**Requirements:** An appropriate 3-year degree/qualification or Grade 12 Certificate plus sufficient appropriate experience. Experience in Community and intra-Departmental liaison. Competencies: Management skills. Computer literacy and good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license.

**Duties:** Implement, evaluate and maintain effective integrated communication policy and programmes as well as the departmental Public Relations Programme. Advise management on public perceptions i.r.o. departmental policies and activities. Plan, manage and execute communication strategies for district initiatives/ projects/ campaigns. Respond to public information needs and enquiries. Promote a stable and conducive working-, teaching- and learning environment. Provide a visitor service. Plan and co-ordinate official functions/ events. Do events management.

**Post Ref No J5/243 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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## **CHIEF LANGUAGE PRACTITIONER: PRODUCTION AND PUBLICATIONS**

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

**Requirements:** An appropriate 3-year degree/qualification in Communications, Languages or other related field, plus sufficient appropriate translating-, editing- and speech writing experience. Excellent language skills. Competencies: Proven computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Ability to work under pressure and to communicate effectively. Valid drivers license.

**Duties:** Render language-, translation-, speech writing and editing services to all departmental publications including the departmental news letter. Develop and maintain a communications data base. Do recordings, translations and editing during departmental functions, events and press conferences.

**Post Ref No J5/244 - Head Office, Nelspruit**

**Enquiries:** Mr J Zwane, Tel (013) 766 5514

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## **SENIOR ADMIN OFFICER: SUBSIDISED TRANSPORT**

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

**Requirements:** An appropriate 3-year qualification or Grade 12, plus appropriate experience. 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:** Determine subsidised transport requirements and supply. Exercise control in regard of the maintenance and expenditure related to the utilisation of subsidised owned vehicles. Ensure that the national policy and contract pertaining to the use, operation and maintenance of subsidised vehicles are complied with. Manage monthly inspections of log sheets and vehicles, and the follow up of irregularities. Deal with insurance and maintenance matters. Compile reports and maintain transport data bases as required.

**Post Ref No J5/245 - Head Office, Nelspruit**

**Enquiries:** Mr DJ Mashaba, Tel (013) 766 5117

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## SENIOR PROVISIONING ADMIN OFFICER

Salary: R 227 802 p.a.

### SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT

**Requirements:** An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience and credible management experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid drivers license.

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

**Post Ref No J5/246 - Gert Sibande District Office, Ermelo**

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

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### SENIOR PROVISIONING ADMIN OFFICER: IMMOVABLE ASSETS

**Requirements:** An appropriate Bachelor's degree or equivalent qualification or Gr 12, backed by sufficient relevant experience and credible management experience. Competencies: Sound knowledge of the Supply Chain Management processes, Treasury regulations and valuation of property in terms of depreciation and appreciation. Well developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Assist with the translation of government's policies on the management of immovable property assets into manageable departmental programmes. Deal with the determination of 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 departmental property. Monitor delivery of infrastructure projects, and the transfer of property. Control the Asset Register in respect of immovable property owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Execute HR Performance Management.

**Post Ref No J5/247 - Head Office, Nelspruit**

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

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### SENIOR PROVISIONING ADMIN OFFICER: MOVABLE ASSETS

**Requirements:** An appropriate Bachelor's degree or equivalent qualification or Gr 12, backed by sufficient relevant experience and credible management experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Manage the provision of movable property asset management services in the district. Deal with Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Deal with Asset Acquisition Planning including the development and implementation of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop and implement an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Deal with the safeguarding and protection of assets. Identify surplus, obsolete and under performing assets, evaluate disposal alternatives and develop and implement a disposal plan. Deal with the valuation of assets, the depreciation of assets and maintenance assets plan.

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Monitor and control the Asset Register in respect of movable assets in the district owned by the Department. Provide related management information. Deal with audit enquiries. Execute HR performance management.

**Post Ref No J5/248 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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**STATE ACCOUNTANT**

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

**STATE ACCOUNTANT: BUDGET**

**Requirements:** An appropriate 3-year degree/qualification, or Grade 12 plus sufficient credible experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

**Duties:** Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.

**Post Ref No J5/249 - Gert Sibande District Office, Ermelo**

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

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**STATE ACCOUNTANT: DEPARTMENTAL DEBT**

**Requirements:** An appropriate 3-year B.Com degree or 3-year Diploma in Accounting or Economics or Grade 12 plus sufficient appropriate experience. Knowledge of Persal and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Credible Accounting experience. Extensive computer literacy – Excel and MS Word. Well developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Knowledge of SCOA and a valid driver's license will be added advantages.

**Duties:** Open and administer files for individual debtors. Investigate transactions in the debt account. Collect or arrange collection of debts from all departmental debtors. Deal with debt route forms. Identify and handle debts that are about to prescribe. Prepare submissions for debt write offs and possible black-listing. Communicate with departmental debtors. Deal with departmental transfer claims. Institute claim against pension benefits for debts owed to the Department after expulsions, resignations and retirements. Reconcile deductions from salaries or pension benefits with credits to the debt accounts. Maintain debts registers.

**Post Ref No J5/250 - Head Office, Nelspruit**

**Enquiries:** Mr V Kone, Tel (013) 766 5287

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**ADMIN OFFICER: OFFICE ADMINISTRATION**

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

**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:** Manage district accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for labour saving devices and diverse accounts. Execute HR performance management.

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**Post Ref No J5/251 - Gert Sibande District Office, Ermelo**

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

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**CHIEF ACCOUNTING CLERK**

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

**CHIEF ACCOUNTING CLERK: BUDGET**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS and the specified work field. Computer literacy. Sound knowledge and practical experience of the financial accounting procedures, methods and principles established for the processing of specific financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, interpersonal, supervisory, training and evaluation skills.

**Duties:** Supervise budget preparation and control for the district, including the coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor expenditure and norms and standards on funding of schools. Train and supervise staff. Allocation of additional funds. Extract financial information from BAS to prepare reports. Ensure compliance with financial regulations. Execute HR Performance Management.

**Post Ref No J5/252 - Gert Sibande District Office, Ermelo**

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

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**CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.

**Duties:** Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J5/253 - Gert Sibande District Office, Ermelo**

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

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**CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.

**Duties:** Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J5/254 - Gert Sibande District Office, Ermelo**

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

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

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of BAS and the specified work field. Computer literacy. Sound knowledge and practical experience of the financial accounting procedures, methods and principles established for the processing of specific financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, interpersonal, supervisory, training and evaluation skills.

**Duties:** Deal with district internal and data control matters, including source document control, batch control, monitoring of relevant suspense accounts and auditing of transmission payments. Register entities on the mainframe/LOGIS system. Verify and control audited financial statements from schools. Authorise banking details for registered entities on BAS and LOGIS. Assist with audit exercises. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J5/255 - Gert Sibande District Office, Ermelo**

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

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### **CHIEF ACCOUNTING CLERK: SALARIES**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Sound working knowledge of PERSAL 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 related transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, interpersonal-, supervisory-, training- and evaluation skills.

**Duties:** Supervise the administration of district salary matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., and paysheet control. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J5/256 - Gert Sibande District Office, Ermelo**

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

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### **CHIEF ADMIN CLERK**

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

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

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy.

**Duties:** Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.

**Post Ref No J5/257 - Carolina Circuit Office, Carolina**

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

**Post Ref No J5/258 - Ermelo 1 Circuit Office, Ermelo**

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

**Post Ref No J5/259 - Piet Retief Circuit Office, Piet Retief**

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

**Post Ref No J5/260 - Volksrust Circuit Office, Volksrust**

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

**Post Ref No J5/261 - Marite Circuit Office, Mkhuhlu**

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

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### **CHIEF ADMIN CLERK: GG TRANSPORT**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

**Duties:** Co-ordinate and supervise all matters pertaining to transport-, security- and auxiliary services in accordance with policy and delegations. Check services i.r.o GG transport, subsidised transport and scholar transport. Co-ordinate the provisioning of security services. Provide other auxiliary services. Train and supervise staff. Execute HR performance management.

**Post Ref No J5/262 - Gert Sibande District Office, Ermelo**

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

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### **CHIEF ADMIN CLERK: OFFICE ADMINISTRATION**

**Requirements:** Grade 12 certificate and sufficient appropriate experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, organisational and communication skills. Computer literacy.

**Duties:** Supervise and render accommodation and office administration services, including maintenance of facilities and equipment, and the administration and control of payments for labour saving devices and diverse accounts. Train and supervise staff. Execute HR performance management.

**Post Ref No J5/263 - Gert Sibande District Office, Ermelo**

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

**Post Ref No J5/264 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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## **CHIEF PROVISIONING ADMIN CLERK**

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

### **CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL**

**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. Computer literacy. A valid driver's license will be an added advantage.

**Duties:** Supervise the rendering of administration and support services in regard of execution of stocktaking, submission of stocktaking reports and compiling and updating stock inventories. Supervise loss control, and the implementation of the Disposal Plan. Execute internal control inspections. Train and supervise staff. Execute HR Performance Management.

**Post Ref No J5/265 - Gert Sibande District Office, Ermelo**

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

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### **CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT**

**Requirements:** Grade 12 certificate plus sufficient appropriate experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

**Duties:** Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train

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and supervise staff.

**Post Ref No J5/266 - Head Office, Nelspruit (2 Posts)**

**Enquiries:** Mr DJ Mashaba, Tel (013) 766 5117

**Post Ref No J5/268 - 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 J5/270 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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**PROVISIONING ADMIN OFFICER: ASSET CONTROL**

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

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

**Duties:** Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

**Post Ref No J5/271 - Gert Sibande District Office, Ermelo**

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

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**SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)**

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

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

**Duties:** Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.

**Post Ref No J5/272 - Gert Sibande District Office, Ermelo**

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

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**TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT**

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

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

**Duties:** Develop district public service staff capacity through training. Analyse training needs. Determine present

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and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

**Post Ref No J5/273 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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**ADMIN CLERK**

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

**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 J5/274 - H/V Ridge East Circuit Office, Evander**

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

**Post Ref No J5/275 - Tweefontein North Circuit Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

**Post Ref No J5/276 - Mkhuhlu Circuit Office, Mkhuhlu**

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

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**ADMIN CLERK: ECD SYSTEMS MAINTENANCE**

**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 all matters pertaining to Early Childhood Development at district level. Render general administration support services, including filing and reception duties. Maintain records and management information pertaining to ECD systems. Deal with arrangements for meetings, travelling and catering etc. Process queries.

**Post Ref No J5/277 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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### **ADMIN CLERK: NUTRITION PROGRAMMES**

**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 J5/278 - 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: PUBLIC EXAMINATIONS**

**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:** This role is responsible to administer all matters pertaining to public examinations at district level. Execute examination preparations. Administer exam material. Organise transport regarding other exam material and scripts. Process queries.

**Post Ref No J5/279 - 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: SUBSIDISED 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 control in regard of the maintenance and expenditure related to the utilisation of subsidised owned vehicles. Ensure that the national policy and contract pertaining to the use, operation and maintenance of subsidised vehicles are complied with. Do monthly inspections of log sheets and vehicles, and follow up irregularities. Administer the implementation of insurance deductions and maintenance procedures. Capture relevant information on required transport data bases.

**Post Ref No J5/280 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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### **ADMIN CLERK: TEACHER EDUCATION & DEVELOPMENT**

**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. 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 Teacher Education and Development, including general administrative-, logistical- and typing support services. Receive, co-ordinate and distribute information between the office and related structures. Capture data and maintain database as required. Provide management information and reports as required. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary. Process queries.

**Post Ref No J5/281 - 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: TRANSFORMATION**

**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. Proven computer user skills. Applicants may be required to complete a typing test.

**Duties:** Render diverse administration support services regarding all matters pertaining to the transformation of civil society. Administer transformation-, gender and equity plans. Capture data and maintain database. Provide clerical and typing support.

**Post Ref No J5/282 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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### **DEAF COUNSELOR: SEN SOCIAL SUPPORT**

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

**Requirements:** Grade 12 Certificate, as well as training in Sign Language or deaf education and - culture or relevant training or qualification. Knowledge and experience of rehabilitation programs. Computer literacy. Valid driver's license.

**Duties:** Render a safe, comfortable and nurturing environment for deaf learners. Offer individual and group counseling on a variety of issues that may include abuse, unhappiness, stress, anger, personal development, friendship skills, assertiveness and school success. Provide personal and educational counseling and assistance for deaf learners. Serve as a relay interpreter during counseling services for deaf learners and educators. Consult with parents and families for deaf learners to give appropriate information and support. Serve as a learning support educator. Develop an in-service training programme for educators on Sign Language. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

**Post Ref No J5/283 - Ehlanzeni District Office, Kanyamazane**

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

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### **DRIVER [EXTRA HEAVY M/V]: GG TRANSPORT**

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

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**Requirements:** An educational qualification at least Grade 10. Valid code C1/C/EC drivers' license. This position requires a dedicated and hard-working person with the ability to take on challenging responsibilities. Ability to solve problems related to standard procedures. Good driving skills. Sound communication and interpersonal skills.

**Duties:** Provide safe transport services (including the transport of officials and goods/equipment) between all departmental offices. Detect mechanical problems on the vehicles and take steps to have it repaired.

**Post Ref No J5/284 - Head Office, Nelspruit**

**Enquiries:** Mr DJ Mashaba, Tel (013) 766 5117

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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 J5/285 - Ermelo 1 Circuit Office, Ermelo**

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

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## **TELECOM OPERATOR: OFFICE ADMINISTRATION**

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

**Requirements:** Grade 10/12 certificate. Competencies: Excellent interpersonal and liason skills. Good organisational and verbal communication skills. Computer literacy. Relevant experience may be an advantage.

**Duties:** Manage the switchboard. Gain knowledge of the Department in order to deal with general queries from the public. Keep record of outgoing private/official calls. Channel calls and messages to appropriate divisions. Maintain internal telephone directory.

**Post Ref No J5/286 - Gert Sibande District Office, Ermelo**

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

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## **CLEANER: OFFICE AUXILIARY SERVICES**

**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: 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. 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 institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock. Assist with the serving of food and beverages. Render dish washing duties if applicable. Prepare meeting venues as required.

**Post Ref No J5/287 - Ehlanzeni District Office, Kanyamazane**

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

**Post Ref No J5/288 - Bohlabela District Office, Bushbuckridge**

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

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**GENERAL WORKER**

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

**GENERAL WORKER: CIRCUIT OFFICE**

**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.

**Post Ref No J5/289 - Ermelo 1 Circuit Office, Ermelo**

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

**Post Ref No J5/290 - Cottondale Circuit Office, Cottondale Trust**

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

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**GENERAL WORKER: EDUCATION CENTRE**

**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.

**Post Ref No J5/291 - Matimba Village, Emalahleni**

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**Enquiries:** Mr H Maritz, Tel (013) 766 5260

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## **CHIEF EDUCATION SPECIALIST**

**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.**

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

**Requirements:** An appropriate recognised REQV 16 or an equivalent qualification in the learning/subject area/phase, plus 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:** Manage the co-ordination and development of a provincial education programme to ensure quality leadership in education, including: provision of advice on competencies and performance indicators for education managers; development and management of provincial policies on career pathing, induction and in-service training of education managers at all levels; consolidation and co-ordination of training programmes for education managers as per training strategy; Rendering of support to education managers at the implementation level of education

**Post Ref No J5/292 - Head Office, Nelspruit**

**Enquiries:** Ms PN Mbatsane, Tel (013) 766 0904

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### **CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION & DEVELOPMENT**

**Requirements:** An appropriate recognised REQV 16 or an equivalent qualification in the learning/subject area/phase, plus twelve years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies, including the IQMS. Sound knowledge and experience of educational management, project management and HR development strategies. Good organisational- and planning skills. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Ability to work under pressure. Computer literacy. Valid driver's license. Registration with SACE.

**Duties:** Monitor and evaluate learning systems. Research and analyse teacher needs (Induction and INSET). Analyse and develop a database of existing programmes and qualifications for teachers. Co-ordinate and monitor implementation of the teacher development aspects of the IQMS. Determine the appropriateness of educator development programmes. Analyse district Development Plans and suggest possible teacher support-, development- and mentoring programmes. Support, monitor and analyse the implementation of learning programmes, - systems and learning support materials as well as related in-service education and training for teachers. Support and evaluate policies and strategies set for flexible teaching systems. Provide development, support and mentoring. Develop a consolidated departmental register of teacher training needs and -programmes. Assist in setting standards for performance development. Co-ordinate education development centre activities. Co-ordinate PDP and National Teaching Awards for educators.

**Post Ref No J5/293 - Head Office, Nelspruit**

**Enquiries:** Ms PN Mbatsane, Tel (013) 766 0904

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## DEPUTY CHIEF EDUCATION SPECIALIST

Salary: R 366 891 p.a.

### DEPUTY CHIEF EDUCATION SPECIALIST: ADULT BASIC EDUCATION AND TRAINING

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Sound knowledge and understanding of the ABET sector as well as an understanding of district ABET dynamics. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Implement and maintain policy, programmes and systems for the provisioning of ABET in the district. Implement policy on the provisioning and utilisation of ABET centres and the management of ABET, and ensure the effective functionality and performance of ABET Centres. Implement ABET curriculum i.r.o. the specified learning areas and electives. Advocacy and social mobilization which encompasses co-ordination of the ABET sector. Consult and network with other stakeholders i.r.o. the above.

**Post Ref No J5/294 - Bohlalala District Office, Bushbuckridge**

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

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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. 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 J5/295 - Ehlanzeni District Office, Kanyamazane**

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

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### DEPUTY CHIEF EDUCATION SPECIALIST: SERVICES

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational, planning and management skills, 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 J5/296 - Head Office, Nelspruit**

**Enquiries:** Mr NC Buthelezi, Tel (013) 766 5418

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

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Good organisational, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

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

**Post Ref No J5/297 - Bohlabela District Office, Bushbuckridge**

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

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### **DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE PLANNING**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. 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 education resource planning, financial planning and resource management will be a recommendation. A valid driver's license and computer literacy is a prerequisite. Registration with SACE

**Duties:** Ensure integrated education resource planning and resource management within the MTEF. Develop and implement plans for the strategic provisioning of physical resources and the registration of institutions. Implement strategic financial planning.

**Post Ref No J5/298 - Bohlabela District Office, Bushbuckridge**

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

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### **DEPUTY CHIEF EDUCATION SPECIALIST: QUALITY MANAGEMENT AND SUPPORT**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational-, planning and management skills. Computer literacy. Valid driver's license •Registration with SACE

**Duties:** Monitor and support the development and execution of School Improvement Plans. Liaise with other sections of the Department and stakeholders on programmes for quality promotion. Establish and manage a database of needs for logistical and academic support. Solicit responses to the recommendations of Whole School Evaluation, Systemic Evaluation, commissioned research, Examination Reports and stakeholder fora. Facilitate external and internal research aimed at quality improvement. Serve as secretariat to the Provincial Quality Assurance Co-ordinating Committee.

**Post Ref No J5/299 - Head Office, Nelspruit**

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

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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. Sound knowledge of and experience in educational management as well as interaction between the various role players in the specific field. A strong interest in the development of the education system. Good organisational, planning and management skills, and credible curriculum management experience in the GET environment. In depth understanding of the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate, develop and manage the implementation of curriculum within prescribed national policy in respect of the specific subject at Head Office. Function as line function authority between the Department and district curriculum implementing structures. Assist the Department of Basic Education and the MDE with the development of curriculum frameworks for the specific subject and phase. Provide inputs regarding

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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 J5/301 - Head Office, Nelspruit (DCES - Life Orientation)**

**Enquiries:** Mr S Radebe, Tel (013) 766 5903

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**DEPUTY CHIEF EDUCATION SPECIALIST: TEACHER EDUCATION & DEVELOPMENT**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Comprehensive knowledge of the education sector related legislation and policies, including the IQMS. Sound knowledge and experience of educational management, project management and HR development strategies. Good organisational- and planning skills. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Ability to work under pressure. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Monitor and evaluate learning systems. Research and analyse teacher needs (Induction and INSET). Analyse and develop a database of existing programmes and qualifications for teachers. Co-ordinate and monitor implementation of the teacher development aspects of the IQMS. Determine the appropriateness of educator development programmes. Analyse the district Development Plans and suggest possible teacher support-, development- and mentoring programmes. Support, monitor and analyse the implementation of learning programmes, - systems and learning support materials as well as related in-service education and training for teachers. Support and evaluate policies and strategies set for flexible teaching systems. Provide development, support and mentoring. Develop a consolidated departmental register of teacher training needs and -programmes. Assist in setting standards for performance development. Co-ordinate education development centre activities. Co-ordinate PDP and National Teaching Awards for educators.

**Post Ref No J5/302 - Head Office, Nelspruit (2 Posts)**

**Enquiries:** Ms PN Mbatsane, Tel (013) 766 0904

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**SENIOR EDUCATION SPECIALIST**

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

**SENIOR EDUCATION SPECIALIST: SENIOR PHASE**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Knowledge and understanding of the ABET sector as well as an understanding of district ABET dynamics. Ability to work with people from diverse backgrounds. Valid driver's license. Registration with SACE. Fluency in at least three official languages that are spoken in the province will be a recommendation. Computer literacy.

**Duties:** Implement ABET curriculum i.r.o. the specified learning areas and electives. Implement curriculum frameworks. Provide professional support and organise intervention programmes. Facilitate the provision of supplementary educational materials. Provide expert advice on ABET issues. Moderation of site-based assessment. Provide inputs regarding assessment and certification. Evaluate learning support material. Advocacy and stakeholder co-ordination.

**Post Ref No J5/304 - Ehlanzeni District Office, Kanyamazane (SES – Language, English GET)**

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

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**SENIOR EDUCATION SPECIALIST: DISABILITY MATTERS**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Valid driver's license. Registration with SACE. Training in Educational Psychology. Knowledge of psychometric tests. Recommendations: A relevant postgraduate qualification. Appropriate experience in the education of learners with barriers and in guidance/counseling. Managerial experience

**Duties:** Implement and evaluate a district support system to facilitate and support learners with disabilities and their

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placement in the education system. Facilitate the provision of resources and physical facilities for disabled learners. Facilitate the transformation of mainstream schools and the establishment of an access system for disabled learners. Develop, implement and monitor programmes for learners with specific disabilities. Develop INSET programmes for educators. Establish and maintain a communication network and liaise with sister departments with regard to disability issues.

**Post Ref No J5/305 - Bohlabela District Office, Bushbuckridge (SES – Disability Matters)**

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

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**SENIOR EDUCATION SPECIALIST: ECD SYSTEMS MAINTENANCE**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational, planning and management skills, and credible management experience in the Early Childhood Development environment. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Maintain and administer procedures/ and processes for the registration, amalgamation and de-registration of institutions. Co-ordinate and monitor the establishment and maintenance of accurate information on ECD provisioning in collaboration with EMIS. Monitor and ensure the implementation of national/provincial ECD policies. Implement and maintain systems for providing ECD pre school education. Analyse and identify professional, educational and resource needs (physical, financial and human). Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc.

**Post Ref No J5/306 - EDC, Siyabuswa**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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**SENIOR EDUCATION SPECIALIST: ECD AND FOUNDATION PHASE**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Knowledge and understanding of the ECD sector as well as an understanding of district ECD dynamics. Ability to work with people from diverse backgrounds. Valid driver's license. Registration with SACE. Fluency in at least three official languages that are spoken in the province will be a recommendation.

**Duties:** Implement ECD curriculum frameworks. Facilitate the provision of supplementary educational materials. Provide specialised services. Provide inputs regarding evaluation and certification and evaluate learning support material. Implement policy regarding the specific learning programme. Monitor and evaluate all ongoing projects and implementation thereof. Monitor and ensure the implementation of national/provincial ECD curriculum policies. Maintain a system for assessment and recognition of prior learning. Implement all on-going projects and the monitoring and evaluation thereof.

**Post Ref No J5/308 - Bohlabela District Office, Bushbuckridge (SES - ECD Learning Programme Grade R)**

**Post Ref No J5/309 - Bohlabela District Office, Bushbuckridge (SES - ECD Life Skills)**

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

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**SENIOR EDUCATION SPECIALIST: FET**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Conversant with the National Curriculum Policy related to the specific learning area. Computer literacy. Valid driver's license. Registration with SACE. Recommendations: Analytical and report writing skills. Facilitation and presentation skills. Experience in presenting courses to adult learners.

**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.

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**Post Ref No J5/310 - Nkangala District Office, KwaMhlanga (SES - Services)**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

**Post Ref No J5/311 - Ehlanzeni District Office, Kanyamazane (SES - Afrikaans)**

**Post Ref No J5/312 - Ehlanzeni District Office, Kanyamazane (SES - Siswati)**

**Post Ref No J5/313 - Ehlanzeni District Office, Kanyamazane (SES - Services, Hospitality)**

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

**Post Ref No J5/314 - Bohlabela District Office, Bushbuckridge (SES - Electives - Mathematical Literacy)**

**Post Ref No J5/315 - Bohlabela District Office, Bushbuckridge (SES - Electives - Mathematical Literacy)**

**Post Ref No J5/316 - Bohlabela District Office, Bushbuckridge (SES - Agriculture and Nature Conservation)**

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

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**SENIOR EDUCATION SPECIALIST: INTERMEDIATE PHASE**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. 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 J5/317 - Bohlabela District Office, Bushbuckridge (SES - Mathematics)**

**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 relevant experience. 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 J5/318 - EDC, Mpuluzi (SES - Siswati)**

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

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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 relevant experience. 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.

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Implement strategic financial planning.

**Post Ref No J5/319 - Gert Sibande District Office, Ermelo**

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

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**ACCOUNTING CLERK: HEAD OFFICE**

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

**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:** Administer the following centralised matters: revenue-, system control-, salary-, general expenditure- budget- and bookkeeping administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

**Post Ref No J5/320 - Head Office, Nelspruit**

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

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**HR CLERK: HEAD OFFICE**

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

**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 J5/321 - Head Office, Nelspruit**

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

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**ACCOUNTING CLERK: DISTRICT OFFICE**

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

**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 J5/322 - Nkangala District Office, KwaMhlanga (3 Posts)**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

**Post Ref No J5/323 - Bohlabela District Office, Bushbuckridge**

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

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## GENERAL ADMIN CLERK: UNIT SUPPORT

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

**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 J5/324 - Gert Sibande District Office, Ermelo (4 Posts)**

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

**Post Ref No J5/325 - Ehlanzeni District Office, Kanyamazane**

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

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## GENERAL WORKER

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

### GENERAL WORKER: DISTRICT OFFICE

**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. A qualification in gardening/ plumbing/ carpentry/ electricity may serve as a recommendation. Literacy may be an advantage. Competencies: 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. 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:** Assist with the loading, off loading, receipt and delivery of stock, equipment, books, stationery or any other materials as required in the relevant component. Assist with the distribution of stock. Assist with the rendering of a photocopying service. Provide a support function regarding maintenance of machines. Perform errands.

**Post Ref No J5/326 - 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 J5/327 - Ehlanzeni District Office, Kanyamazane**

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

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## **GENERAL WORKER: EDUCATION DEVELOPMENT CENTRE**

**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. A qualification in gardening/ plumbing/ carpentry/ electricity may serve as a recommendation. Literacy may be an advantage. Competencies: 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. 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:** Assist with the loading, off loading, receipt and delivery of stock, equipment, books, stationery or any other materials as required in the relevant component. Assist with the distribution of stock. Assist with the rendering of a photocopying service. Provide a support function regarding maintenance of machines. Perform errands.

**Post Ref No J5/328 - Ermelo Education Development Centre, Wesselton**

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

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## **HR CLERK: DISTRICT OFFICE**

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

**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 J5/329 - Gert Sibande District Office, Ermelo (4 Posts)**

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

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## **PROVISIONING ADMIN CLERK: DISTRICT OFFICE**

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

**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 J5/330 - Ehlanzeni District Office, Kanyamazane**

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

**Post Ref No J5/331 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1788

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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 24 July 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 serving Public Servants.**

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

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

\*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 24 July 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.