



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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

CHIEF DIRECTOR: PROVINCIAL TRANSVERSAL HUMAN RESOURCE DEVELOPMENT SERVICES

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 HR Management or Public Administration in Transversal HR development matters as well as at least 5 years applicable managerial experience. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, the national and provincial HRD policy framework, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of HRD strategic partnerships, bursary schemes, learnerships, internships and HR capacity development. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours.

Duties:

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of transversal HR development services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Manage bursary schemes, learnership and internships. Facilitate the development, implementation, monitoring and evaluation of human resource development related programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component

Post Ref No J6/332 - Head Office, Nelspruit

Enquiries:

Mr C Maebela, Tel (013) 766 5520

DIRECTOR: DISTRICT MANAGEMENT

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.

Requirements: An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education plus credible and sufficient experience at middle management level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation.

Duties: Co-ordinate, implement, maintain and evaluate policy, programmes and systems for general education and training, including AET, ECD, inclusive education, diverse education support services and curriculum enrichment programmes in the district. Co-ordinate, implement, maintain and evaluate policy, programmes and systems for further education and training in the district, including the efficient administration of public examinations. Facilitate quality of teaching and learning through the needs specific development of teacher education resources. Manage and render financial services for the district, including supply chain - and office auxiliary services. Manage and provide integrated physical resource planning-, works inspection-, education management information- and information communication technology as well as HR services for the district. Manage labour relations as well as all matters pertaining to incapacity/inefficiency and misconduct. Handle all official enquiries in regard of the above.

Post Ref No J6/333 - Gert Sibande District Office, Ermelo

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

CHIEF EDUCATION SPECIALIST: ECD INSTITUTE

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 (Master's degree) in the learning/subject area/phase, plus twelve years relevant experience. Computer literacy. Sound knowledge of ECD policies, curriculum content of ECD, training and assessment in ECD. Research experience in ECD practices. Demonstrate experience in working with stakeholders in the training context with particular emphasis on ECD providers; ETDP-SETA, etc. Exceptional knowledge of the ECD Integrated plans with other implementing departments. Experience in monitoring and evaluation in ECD practices. Knowledge of ECD Assessment practices and change management. Knowledge of legislation as well as labour implications with regard to various Acts and including the PFMA. Excellent leadership, interpersonal, motivational, analytical, financial management and good written and verbal communications skills, speech and reporting writing skills. Ability to plan, manage and delegate as well as monitor the institution administrative functions, innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Registration with SACE and valid drivers licence. Good communication report writing skills.

Duties: Manage and co-ordinate the delivery of training, assessment – and post-training learner support services. Manage the conducting of research as well as stakeholder collaboration. Manage the administration of all academic - and non-academic learner matters. Manage the rendering of administrative and auxiliary services.

Post Ref No J6/334 - Head Office, Nelspruit

Enquiries: Ms MN Lekgau, Tel (013) 766 5821/5822

DEPUTY CHIEF EDUCATION SPECIALIST: ACADEMIC PROGRAMS (ECD INSTITUTE)

Salary: R 366 891 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Sound knowledge of training and performance assessment. Sound knowledge of ECD policies, curriculum content and training in ECD. Exceptional knowledge of the ECD Integrated plans with other implementing departments. Good communication and report writing skills. Computer literacy. Valid driver's license. Registration with SACE.

Duties: Coordinate and Manage the delivery of training and training programs, Manage and co-ordinate learner performance assessment. Manage and monitor the rendering of post-training learner support. Collate and compile reports on academic programs for the institute and other relevant offices. Monitor and evaluate the implementation of programmes in relation to performance of learners. Collect and analyse data for improvement of academic programs. Render advisory services i.t.o learner academic programs.

Post Ref No J6/335 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

DEPUTY CHIEF EDUCATION SPECIALIST: RESEARCH AND STAKEHOLDER MANAGEMENT (ECD INSTITUTE)

Salary: R 366 891 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Demonstratable knowledge and experience in research and stake holder engagement. Sound knowledge of ECD policies, curriculum content and training in ECD. Exceptional knowledge of the ECD Integrated plans with other implementing departments. Good organisational and planning skills. knowledge in quantitative and qualitative methods of research and different research designs. Sound knowledge and experience in interview and observation techniques. Experienced in the collection and analysis of information in research. Good communication and report writing skills. Good ICT skills, MS word, excel, Access, and MS projects and the use of the internet for research. Experienced in statistical techniques for collecting, organising, analysing and interpreting of data. Valid driver's license. Registration with SACE.

Duties: Manage the undertaking of research into programs offered by the ECD Institute and the publishing of findings. Establish, manage and edit the ECDI learning journal. Manage and co-ordinate the conducting of training needs analysis and stakeholder identification. Manage the establishment of strategic partnerships and promote the ECD Institute. Compile and submit credible reports which includes relevant and timely empirical data. Establish and maintain national and international partnerships for the Institute.

Post Ref No J6/336 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR EDUCATION SPECIALIST: LEARNER PERFORMANCE AND ASSESSMENT (ECD INSTITUTE)

Salary: R 297 705 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Computer literacy. Valid driver's license. Registration with SACE

Duties: Liaise with the ETDP-SETA on various issues regarding learners. Compile performance reports on learner achievements. Maintain a system of assessment and recognition for prior learning. Observe and assess learners on a continuous basis.

Post Ref No J6/337 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR EDUCATION SPECIALIST: POST-TRAINING SUPPORT (ECD INSTITUTE)

Salary: R 297 705 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Computer literacy. Valid driver's license. Registration with SACE

Duties: Support learners in their participation in community activities/ECD centres. Acquire necessary library material and issue to assist learners in the work place. Assist learners to acquire on the job skills in line with their training. Assist learners in the preparation and compilation of their portfolio of evidence.

Post Ref No J6/338 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR EDUCATION SPECIALIST: RESEARCH (ECD INSTITUTE)

Salary: R 297 705 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Computer literacy. Valid driver's license. Registration with SACE

Duties: Undertake research on the efficiency of training programs offered by the ECD institute. Prepare, draft and edit the ECD institute journal. Prepare, write and publish research findings. Advise on existing knowledge and skills gaps. Conduct training needs analysis and stakeholder identification. Present research findings to the internal and external stakeholders. Serve as a resource with regard to all aspects of skills development.

Post Ref No J6/339 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR EDUCATION SPECIALIST: STAKEHOLDER MANAGEMENT (ECD INSTITUTE)

Salary: R 297 705 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Computer literacy. Valid driver's license. Registration with SACE

Duties: Liaise with ECDI internal and external stakeholders. Campaign and receive donations on behalf of the institute. Establish private and public partnerships. Profile ECD centres for developmental and training purposes. Develop communications and marketing strategies. Prepare promotional publications and related products. Assess impact of advocacy programs on ECD Training. Enhance the image of the Institute.

Post Ref No J6/340 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR EDUCATION SPECIALIST: TRAINING PROGRAMS (ECD INSTITUTE)

Salary: R 297 705 p.a.

Requirements: An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of training and performance assessment. Sound knowledge of ECD policies, curriculum/content and training in ECD. Exceptional knowledge of the ECD Integrated plans with other implementing departments. Good communication and report writing skills. Computer literacy. Valid driver's license. Registration with SACE.

Duties: Manage the preparation and compiling of training manuals. Design training programs and appoint mentors/coaches. Manage the identification and establishment of ECD centres in communities. Manage the creation of a training forum for learning, networking and exchange of knowledge. Manage and co-ordinate on-site and workplace training sessions. Manage the rendering of library services.

Post Ref No J6/341 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

ASSISTANT DIRECTOR: ADMIN SUPPORT SERVICES (ECD INSTITUTE)

Salary: R 270 804 p.a.

Requirements: A degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the ECD field. Competencies: In depth knowledge of the legislation regulating ECD. Strong policy development and analytical 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: Manage the rendering of budget- and financial services as well as supply chain- and asset management services. Manage the rendering of all administrative services including reception-, switchboard-, registry and archiving services. Manage the co-ordination of security-, driver- and catering/kitchen services. Manage the rendering of cleaning-, gardening- and maintenance services. Execute HR performance management. Train and supervise staff.

Post Ref No J6/342 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

ASSISTANT DIRECTOR: LEARNER AFFAIRS (ECD INSTITUTE)

Salary: R 270 804 p.a.

Requirements: A degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in the ECD field. Competencies: In depth knowledge of the legislation regulating ECD. Strong policy development and analytical 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: Manage the verification of learner biographical details. Manage and monitor the establishment and maintenance of a learner data-base. Manage the development and safe-guarding of learner performance reports. Manage the maintenance of contacts with learners in terms of correspondence and documentation. Co-ordinate regular meetings with learners and manage the induction or orientation of new learners. Manage the rendering of learner welfare and counselling services. Execute HR performance management. Train and supervise staff.

Post Ref No J6/343 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

EDUCATION SPECIALIST: TRAINING PROGRAMS (ECD INSTITUTE)

Salary: R 250 029 p.a.

Requirements: An appropriate recognised REQV15 or an equivalent qualification in the learning/subject area/phase plus six years relevant experience. Sound knowledge of ECD policies, curriculum/content and training in ECD. Excellent training skills. Registration with SACE.

Duties: Prepare and compile of training manuals. Assist with the designing of training programs and the appointment of mentors/coaches. Identify and establish ECD centres in communities. Create a training forum for learning, networking and exchange of knowledge. Conduct on-site and workplace training sessions. Report on work place skills learning.

Post Ref No J6/344 - Head Office, Nelspruit

Enquiries: Dr P Moodley, Tel (013) 766 5855

SENIOR ADMIN OFFICER: ACADEMIC MATTERS (ECD INSTITUTE)

Salary: R 227 802 p.a.

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. Valid driver's license. Computer literate

Duties: Manage the verification of learner biographical details. Manage the establishment and maintenance of a learner data-base. Manage and monitor the development and safe-guarding of academic learner performance reports. Manage the maintenance of contacts with learners in terms of correspondence and documentation.

Post Ref No J6/345 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

SENIOR ADMIN OFFICER: FINANCIAL SERVICES (ECD INSTITUTE)

Salary: R 227 802 p.a.

Requirements: An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience. 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. Valid driver's license. Computer literate

Duties: Manage the rendering of budget - and financial services. Manage and monitor the rendering of supply chain services. Manage the rendering of asset management services of the ECD Institute.

Post Ref No J6/346 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN OFFICER: ACADEMIC MATTERS (ECD INSTITUTE)

Salary: R 183 438 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: In depth knowledge and ability i.r.o. the administration for the provisioning of training. Advanced general administrative- and writing as well as training skills. Good interpersonal, organisational and communication skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Control and co-ordinate the verification of learner biographical details. Establish and maintain a learner data-base. Control the development and safe-guarding of academic learner performance reports. Co - ordinate the maintenance of contacts with learners in terms of correspondence and documentation.

Post Ref No J6/347 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN OFFICER: FINANCIAL SERVICES (ECD INSTITUTE)

Salary: R 183 438 p.a.

Requirements: An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience. 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. Valid driver's license. Computer literate

Duties: Control and co-ordinate the rendering of budget - and financial services. Control the rendering of supply chain services and all related administrative duties. Control and co-ordinate the rendering of asset management services of the ECD Institute.

Post Ref No J6/348 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN OFFICER: NON-ACADEMIC MATTERS (ECD INSTITUTE)

Salary: R 183 438 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: In depth knowledge and ability i.r.o. the administration for the provisioning of training. Advanced general administrative- and writing as well as training skills. Good interpersonal, organisational and communication skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Keep learners informed by holding regular meetings. Induct/orientate new learners. Render learner welfare and counselling services.

Post Ref No J6/349 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN OFFICER: OFFICE AUXILIARY SERVICES (ECD INSTITUTE)

Salary: R 183 438 p.a.

Requirements: An appropriate 3-year degree/qualification or Grade 12, plus extensive appropriate experience. Competencies: Strong interpersonal-, project management-, monitoring and research skills. Verbal and written communication skills. Good writing- and analytical skills. Strong ability to liaise at all levels. Valid driver's license. Computer literate

Duties: Manage general administrative services for all divisions of the ECDI including switchboard-, reception and client referral services as well as registry and archiving services. Co-ordinate the rendering of security services. Co-ordinate and manage the rendering of catering/kitchen and dormitory services. Control the rendering of driver/messenger services. Co-ordinate the rendering of cleaning and gardening services. Co-ordinate and manage the rendering of general maintenance/repairs services.

Post Ref No J6/350 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN OFFICER: TRAINING PROGRAMS (ECD INSTITUTE)

Salary: R 183 438 p.a.

Requirements: An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: In depth knowledge and ability i.r.o. the administration for the provisioning of training. Advanced general administrative- and writing as well as training skills. Good interpersonal, organisational and communication skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

Duties: Assist with the designing, preparation and compiling of training manuals. Administer all aspects of the establishment of ECD centres in communities. Handle all administrative services regarding the creation of a training forum for learning, networking and exchange of knowledge. Provide administrative- and logistical support for workplace training sessions.

Post Ref No J6/351 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

ADMIN CLERK: ACADEMIC MATTERS (ECD INSTITUTE)

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 all administrative services regarding the verification of learner biographical details. Capture relevant information on a learner data-base. Handle administrative and logistical aspects of the development and safe-guarding of academic learner performance reports. Establish an effective filing system for correspondence and documentation between line managers and learners.

Post Ref No J6/352 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

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 J6/353 - Head Office, Nelspruit (General Admin Clerk - ECD Institute / Office Auxiliary services)

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

DRIVER: OFFICE AUXILIARY SERVICES (ECD INSTITUTE)

Salary: R 103 494 p.a.

Requirements: 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, districts and Head office. Collect and deliver documents between offices. Render registry support services. Perform errands.

Post Ref No J6/354 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

HOUSEKEEPING SUPERVISOR: OFFICE AUXILIARY SERVICES (ECD INSTITUTE)

Salary: R 103 494 p.a.

Requirements: Grade 10/12 certificate. Valid driver's license may be required. Credible and appropriate work experience in the field of housekeeping and/or housekeeping supervision may serve as a recommendation. Computer literacy may serve as a recommendation. Competencies: Advanced cooking and housekeeping skills. Basic First Aid knowledge. Sound financial administration skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Self motivated with a strong sense of responsibility. High level of neatness and punctuality. Innovative thinking and problem solving skills. Good planning and organising skills. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Sound interpersonal relations. Ability to work in a team. Basic supervisory skills.

Duties: Plan and oversee the preparation and serving of meals. Cook meals utilising recipes and menus. Ensure that the hygiene of the kitchen facilities etc. Ensure that boarders receive the correct food portions, both in terms of size and nutritional value. Keep records accurately and do stock control. Provide guidance to learners. Assist with general control in respect of the discipline and morale in the dormitory. Assist with the personal development and support of learners. Render First Aid assistance to sick or injured learners.

Post Ref No J6/355 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

GENERAL FOREMAN: OFFICE AUXILIARY SERVICES (ECD INSTITUTE)

Salary: R 87 330 p.a.

Requirements: Grade 10/12 certificate with sufficient general care taking and technical maintenance experience. Valid drivers license. Competencies: Sound knowledge of gardening. Basic knowledge of electricity, plumbing and welding. Basic maintenance and repair skills. Good planning and organising skills. Excellent communication skills. Ability to work in a team. Basic supervisory skills. Leadership qualities.

Duties: Ensure that all equipment and facilities eg. buildings, grounds, gardens, water- and power installations as well as vehicles are fully maintained, repaired and kept tidy. Incumbent will be required to do minor repairs and attend to complaints from users of facilities. Deal with the receipt of visiting groups. Render transport duties. Execute administrative tasks related to the above.

Post Ref No J6/356 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

GENERAL STORES ASSISTANT: FINANCIAL SERVICES (ECD INSTITUTE)

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 will be an advantage. Competencies: Basic numeracy skills. Basic ability to utilize a limited range of labour saving devices e.g. photocopying machines and pocket calculators. 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 stores and stock. Assist with stocktaking and distribution of stock. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Perform errands.

Post Ref No J6/357 - Head Office, Nelspruit

Enquiries: Mr MJ Mnisi, Tel (013) 766 5890

APPLICATIONS:

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at www.mpumalanga.gov.za/education/, **select the Vacancies icon.** Applications **must** in all cases be accompanied by a recent updated comprehensive CV, **originally** certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid drivers license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the **relevant** Post Reference Number on your application. No fax applications will be considered.

NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.

Applications should be mailed to:

The Head of Department, Mpumalanga Department of Education,
Private Bag x 11341, Nelspruit, 1200,
For attention: Mr. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 27 November 2014 at 16h00.

NOTE:

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

***To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

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

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

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

*All short listed candidates will be subject to a vetting process prior to appointment.

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*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

CLOSING DATE:

The closing date for the receipt of all applications is **16:00 on Thursday 27 November 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.