



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

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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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## **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 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. Valid driver's license.

**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 K3/014 - Head Office, Nelspruit**

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

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## **EDUCATION PSYCHOLOGIST GRADE 1 (SCHOOL BASED): SPECIAL SCHOOL**

**Salary: R 545 796 p.a.**

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**Requirements:** An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Registration with the HPCSA as a Psychologist as well as registration with SACE. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Psychologist who performed Community Service. Valid driver's license. Experience in education will be an advantage. Good verbal and written communication skills. Computer literacy. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process.

**Duties:** Provide psycho-educational support services at schools, to learners, educators, parents and professionals. Provide guidance and psycho therapy to learners who may have psychological intellectual and behavioral challenges and socio-economic deprivation. Develop and organise therapy programmes that identify, assess and support the eradication of barriers to learning. Coordinate the multi disciplinary team. Render hostel duty.

**Post Ref No K3/015 - Ethokomala Reform School, Kinross**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5885

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## **EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SPECIAL SCHOOL**

**Salary: R 242 148 p.a.**

**Requirements:** An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process

**Duties:** Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

**Post Ref No K3/016 - Ethokomala Reform School, Kinross**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5885

**Post Ref No K3/017 - Hoërskool Vaalrivier (Ind), Standerton**

**Enquiries:** Dr M van Zyl, Tel (013) 766 5885

**Post Ref No K3/018 - Basizeni Special School (SMH), Embalenhle**

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

**Post Ref No K3/019 - Pelonolo Special School (SMH), Skilpadfontein**

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

**Post Ref No K3/020 - Silindokuhle Special School (SMH), Mangweni, Kwalugedlane**

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

**Post Ref No K3/021 - Tsakane Special School, Acornhoek**

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

**Post Ref No K3/022 - Estralita Special School (SMH), Mashishing**

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

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## **EDUCATION THERAPIST GRADE 1: SPEECH THERAPIST (SCHOOL BASED): SPECIAL SCHOOL**

**Salary: R 242 148 p.a.**

**Requirements:** An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process

**Duties:** Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement

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prevention and intervention support programmes with regard to learners with special needs.

**Post Ref No K3/023 - Tsakane Special School, Acornhoek**

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

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**CLINICAL NURSE PRACTITIONER GR 1**

**Salary: R 293 208 p.a.**

**Requirements:** A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.

**Duties:** Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

**Post Ref No K3/024 - Izimbali Combined Boarding School, Amsterdam**

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

**Post Ref No K3/025 - Ezakheni Combined Boarding School, Cornerstone**

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

**Post Ref No K3/026 - Emakhazeni Combined Boarding School, Watervalboven**

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

**Post Ref No K3/027 - Shongwe Boarding School, Shongwe Mission**

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

**Post Ref No K3/028 - Tsakane Special School, Acornhoek**

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

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**HOSTEL SUPERINTENDENT: INSTITUTION**

**Salary: R 288 135p.a.**

**Requirements:** Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.

**Duties:** Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.

**Post Ref No K3/029 - Emakhazeni Combined Boarding School, Watervalboven**

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

**ADMIN OFFICER: CHILDCARE-/ SECURE CARE CENTRE**

**Salary: R 195 177 p.a.**

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

**Duties:** Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all

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communication. Execute HR performance management.

**Post Ref No K3/030 - Emakhazeni Combined Boarding School, Watervalboven (2 posts)**

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

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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 30 July 2015 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.

\*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 30 July 2015**. No applications received by the Directorate: 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.