



# 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.**

## **DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT**

**Salary: An all-inclusive remuneration package of R 898 743 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:** Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Five (5) years' experience as a middle manager. Computer literate. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise.

**Duties:** Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances including the preparation of financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. 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 K7/051 - Head Office, Nelspruit. This is a re-advertisement of Post Ref. No: K4/021 previously advertised in the City Press of 7 February 2016. Interested applicants should re-apply.**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **CLINICAL NURSE PRACT GR 1: SHONGWE BOARDING SCHOOL**

**Salary: R 317 271 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 K7/052 - Shongwe Boarding School, Shongwe Mission**

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

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## **HOSTEL SUPERINTENDENT: EZAKHENI BOARDING SCHOOL**

**Salary: R 311 784 p.a.**

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**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 K7/053 - Ezakheni Combined Boarding School, Cornerstone**

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

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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 driver's 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 25 August 2016 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.

\*Candidates recommended for appointment 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 25 August 2016**. 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

