



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for Internship appointments on a 12-month contract as set out below.

INTERSHIP

NQF level 6 up to NQF Level 8 Qualifications Salary: R73 004.00 per annum as well as a cash allowance equal to 37 % of the basic salary in lieu of service benefits excluding leave. The successful candidates will be required to sign an employment contract and will be subjected to a Personnel Suitability Screening for employment purposes.

Duties:

Work for the employer in terms of the period as specified in the Internship Agreement and employment contract. Be available for and participate in all learning and work experience required by the employer. Comply with workplace policies and procedures. Complete any timesheets or any written reports supplied by the department to record relevant workplace experience. Enter into an agreement with a mentor as arranged by the employer. Meet with the mentor and discuss her or his experience on the Internship programme. Participate in the general activities of the department in which the Internship activities take place. Take full advantage of the training and development opportunities available to him/her. Demonstrate willingness to participate through work experience. Participate in induction and orientation programmes as arranged by the employer. Provide a record of his/her Internship experience to the employer (e.g. portfolio).

Enquiries:

Mr. PA Ndlovu, Tel (013) 766 5276 or Mr. JD Lushaba, Tel (013) 766 5002

POSTNUMBER	COMPONENT	SPECIALISATION	OFFICE	STATION	FIELD
INT/012	DIR: MATHS, SCIENCE AND TECHNOLOGY	ADMINISTRATION	HEAD OFFICE	MBOMBELA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/001	S/DIR: INFRASTRUCTURE FINANCIAL SERVICES (E/S)	ADMINISTRATION	HEAD OFFICE	MBOMBELA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/002	DISTRICT MANAGEMENT (NKA)	ADMINISTRATION	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/013	S/DIR: GENERAL EDUCATION AND TRAINING	ADMINISTRATION	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/014	S/DIR: FURTHER EDUCATION AND TRAINING	ADMINISTRATION	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/015	S/DIV: PHYSICAL, MATHS, COMPUTER AND LIFE SCIENCE	ADMINISTRATION	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/016	S/DIR: CIRCUIT CO-ORDINATION	ADMINISTRATION	BOHLABELA	MAPULANENG	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION
INT/003	DIV: COMMUNICATION	COMMUNICATION	GERT SIBANDE	ERMELO	DEGREE IN COMMUNICATION / JOURNALISM / MEDIA STUDIES / PUBLIC RELATIONS
INT/004	DIV: EMPLOYEE HEALTH & WELLNESS PROGRAMMES (EHWP)	EMPLOYEE HEALTH AND WELLNESS	GERT SIBANDE	ERMELO	DEGREE IN PSYCHOLOGY/SOCIAL WORK OR RELATED ENVIRONMENT

POSTNUMBER	COMPONENT	SPECIALISATION	OFFICE	STATION	FIELD
INT/017	DIR: FINANCIAL ACCOUNTING	FINANCE	HEAD OFFICE	MBOMBELA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/018	DIR: SUPPLY CHAIN MANAGEMENT	FINANCE	HEAD OFFICE	MBOMBELA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/019	DIV: ASSET MANAGEMENT	FINANCE	NKANGALA	KWAMHLANGA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/020	DIV: FINANCIAL ACCOUNTING	FINANCE	BOHLABELA	MAPULANENG	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/021	DIV: ASSET MANAGEMENT	FINANCE	BOHLABELA	MAPULANENG	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/022	DIV: IMMOVABLE ASSET MANAGEMENT (E/S)	FINANCE AND ENGINEERING	HEAD OFFICE	MBOMBELA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/023	S/DIV: IMMOVABLE ASSET MANAGEMENT (E/S)	FINANCE AND ENGINEERING	NKANGALA	KWAMHLANGA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/024	S/DIR: FINANCIAL REPORTING	FINANCE AND INTERNAL AUDIT	HEAD OFFICE	MBOMBELA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/025	DIR: INTERNAL AUDIT	FINANCE AND INTERNAL AUDIT	HEAD OFFICE	MBOMBELA	DEGREE IN ACCOUNTING/AUDITING/FINANCE
INT/026	DIV: HUMAN RESOURCE DEVELOPMENT	HUMAN RESOURCE DEVELOPMENT	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION/HUMAN RESOURCES MANAGEMENT/HUMAN RESOURCES DEVELOPMENT
INT/027	DIV: HUMAN RESOURCE DEVELOPMENT	HUMAN RESOURCE DEVELOPMENT	BOHLABELA	MAPULANENG	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION/HUMAN RESOURCES MANAGEMENT/HUMAN RESOURCES DEVELOPMENT
INT/005	S/DIR: HUMAN RESOURCE SERVICES	HUMAN RESOURCE MANAGEMENT	GERT SIBANDE	ERMELO	DEGREE IN HUMAN RESOURCES MANAGEMENT
INT/028	S/DIR: HUMAN RESOURCE SERVICES	HUMAN RESOURCE MANAGEMENT	NKANGALA	KWAMHLANGA	DEGREE IN HUMAN RESOURCES MANAGEMENT
INT/029	S/DIR: HUMAN RESOURCE SERVICES	HUMAN RESOURCE MANAGEMENT	EHLANZENI	KANYAMAZANE	DEGREE IN HUMAN RESOURCES MANAGEMENT
INT/030	S/DIR: HUMAN RESOURCE SERVICES	HUMAN RESOURCE MANAGEMENT	BOHLABELA	MAPULANENG	DEGREE IN HUMAN RESOURCES MANAGEMENT
INT/031	DISTRICT MANAGEMENT (NKA)	HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION	NKANGALA	KWAMHLANGA	DEGREE IN PUBLIC MANAGEMENT/PUBLIC ADMINISTRATION/HUMAN RESOURCES MANAGEMENT
INT/006	S/DIR: INCLUSIVE EDUCATION	INCLUSIVE EDUCATION	BOHLABELA	MAPULANENG	DEGREE IN PSYCHOLOGY/SOCIAL WORK OR RELATED ENVIRONMENT
INT/007	S/DIR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INFORMATION AND COMPUTER TECHNOLOGY	HEAD OFFICE	MBOMBELA	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/008	S/DIR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INFORMATION AND COMPUTER TECHNOLOGY	HEAD OFFICE	MBOMBELA	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS

POSTNUMBER	COMPONENT	SPECIALISATION	OFFICE	STATION	FIELD
INT/009	DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INFORMATION AND COMPUTER TECHNOLOGY	GERT SIBANDE	ERMELO	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/010	S/DIR: INFRASTRUCTURE & INFORMATION SYSTEMS	INFORMATION AND COMPUTER TECHNOLOGY	NKANGALA	KWAMHLANGA	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/032	DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INFORMATION AND COMPUTER TECHNOLOGY	NKANGALA	KWAMHLANGA	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/033	KANYAMAZANE EDUCATION DEVELOPMENT CENTRE	INFORMATION AND COMPUTER TECHNOLOGY	EHLANZENI	KANYAMAZANE	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/034	DIV: INFORMATION COMMUNICATION TECHNOLOGY (ICT)	INFORMATION AND COMPUTER TECHNOLOGY	BOHLABELA	MAPULANENG	NATIONAL DIPLOMA/DEGREE IN INFORMATION AND COMMUNICATION TECHNOLOGY/NETWORK/SYSTEMS DEVELOPMENT/PROGRAMMING/TECHNICAL SUPPORT/GEOGRAPHICAL INFORMATION SYSTEMS
INT/035	S/DIR: LABOUR RELATIONS	LABOUR RELATIONS	BOHLABELA	MAPULANENG	DEGREE IN LABOUR RELATIONS/HUMAN RESOURCES MANAGEMENT
INT/011	DIR: MATHS-SCIENCE AND TECHNOLOGY	MATHEMATICS AND SCIENCE	HEAD OFFICE	MBOMBELA	BACHELOR OF SCIENCE DEGREE
INT/036	DIV: INCLUSIVE EDUCATION	SOCIAL SUPPORT	BOHLABELA	MKHUHLU	DEGREE IN PSYCHOLOGY/SOCIAL WORK OR RELATED ENVIRONMENT.

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 including Grade 12 Certificate and RSA ID-document, as well as academic transcript. **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!! PEOPLE WHO HAVE PARTICIPATED IN AN INTERNSHIP PROGRAMME PREVIOUSLY AND NONE RESIDENTS OF MPUMALANGA PROVINCE WILL NOT BE CONSIDERED.

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 15 August 2019 at 16h00. Applications can also be handed in at the following offices:

Bohlabela District Office Former Mapulaneng College BUSHBUCKRIDGE Skills Development & Planning Enq: Ms. D. Mnisi Tel: 013 708 5000	Nkangala District Office Section A KWAMHLANGA Former Technikon Pretoria Skills Development & Planning Enq: Ms. M Thugwana Tel. 013 947 1560
Ehlanzeni District Office Former Mgwenya College KANYAMAZANE Skills Development & Planning Enq: Mrs. E. Shitlango Tel: 013 766 0589 / 0591	Gert Sibande District Office No2 De Jager Street ERMELO Skills Development & Planning Enq: Mr. P Skosana Tel. 017 801 5156

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 15 August 2019**. 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.