



# 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, as set out below.**

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

**Salary: An all-inclusive remuneration package of R 1 189 338 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. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

**Requirements:** An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial 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. Shortlisted candidates will be subjected to a relevant technical exercise. **Please note:** With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za).

**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 P2/005 - Head Office, Nelspruit**

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

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## **CHIEF EDUCATION SPECIALIST: CIRCUIT CO-ORDINATION**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Sound knowledge of and experience in circuit administration and interactions between various role players in education. 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. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication skills. Computer literacy. Valid driver's license. Registration with SACE

**Duties:** Co-ordinate the effective functioning of teacher centres. Co-ordinate all professional, administrative and financial management issues of the circuits. Promote optimal circuit functionality in collaboration with the circuit managers.

**Post Ref No P2/006 - Gert Sibande District Office, Ermelo**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

**Post Ref No P2/007 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms M Masilela, Tel (013) 947 1816

**Post Ref No P2/008 - Bohlabela District Office, Bushbuckridge**

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

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## **CHIEF EDUCATION SPECIALIST: ECD INSTITUTE**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 P2/009 - Head Office (Bohlabela), Mbombela**

**Enquiries:** Ms MN Lekgau, Tel (013) 766 5914

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## CHIEF EDUCATION SPECIALIST: EDUCATION GOVERNANCE DEVELOPMENT

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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, develop and manage a provincial governance capacity development programme to ensure quality of governance at all levels of education including co-ordination of the provision of materials for capacity building of school governing bodies. Development and support of provincial programmes for capacity building of school governing bodies and audit of governing bodies' managerial capacity in terms of the norms and standards for school funding. Co-ordinate, develop and manage learner affairs development programmes to ensure quality school youth support in all levels of education. Manage the provision of Institutional Learner and youth support. Manage and co-ordinate the development of materials for capacity building as well as the support of provincial programmes for RCL's. Co-ordinate and monitor the implementation of relevant policies e.g. admission. Co-ordinate and monitor the implementation of policies for school safety including the setting up of institutional safety committees. Liaise with relevant structures pertaining to institutional safety.

**Post Ref No P2/010 - Head Office, Nelspruit**

**Enquiries:** Dr NV Mthethwa, Tel (013) 766 6284

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## CHIEF EDUCATION SPECIALIST: EDUCATION INFORMATION OFFICER

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 and control the release of official statistics and data to other government departments and educational statutory bodies. Ensure that statistics and data released according to Section 30(i) comply with national and general standards with regard to accuracy and presentation. Act as the only departmental official, apart from the HOD, with the authority to classify statistics and data and to approve a data collection project, conducted by the department. Work with the National EMIS Officer in ensuring that the requirements of section 14 of the Statistics Act, determining statistical collections, are fulfilled. Analyse, report on, and make recommendations on an ongoing basis for improvements to the electronic and non-electronic information systems. Monitor compliance with national information systems standards where education information systems are being developed in the province. Collaborate with the other provincial EMIS officers, and the national EMIS officer designated in terms of section 29, in the furtherance of the education information system vision at national level. Manage reporting through written and verbal presentations.

**Post Ref No P2/011 - Head Office, Nelspruit**

**Enquiries:** Ms MFM Tebeila, Tel (013) 766 5566

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## CHIEF EDUCATION SPECIALIST: EDUCATION LIBRARY- AND IT SERVICES

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 P2/012 - Head Office, Nelspruit**

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

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

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 P2/013 - Head Office, Nelspruit**

**Enquiries:** Dr NV Mthethwa, Tel (013) 766 6284

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## **CHIEF EDUCATION SPECIALIST: GET**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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:** Implement and maintain policy, programmes and systems for general education and training. Implement

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curriculum for the intermediate and senior phase. Implement and maintain policy, programmes and systems for the provisioning of Early Childhood Education and ABET, as well as for the provisioning of educational support services. Implement and maintain policy, programmes and systems for learners with special educational needs. Implement curriculum for further education and training. Consult and network with stakeholders i.r.o. the above. Manage, co-ordinate and support the duties of staff in the Subdirectorate.

**Post Ref No P2/014 - Ehlanzeni District Office, Kanyamazane**

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

**Post Ref No P2/015 - Bohlabela District Office, Bushbuckridge**

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

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**CHIEF EDUCATION SPECIALIST: INCLUSIVE EDUCATION**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 and evaluate the development and implementation of inclusive education programmes, facilitate the implementation of policy on screening, identification, assessment and support. Co-ordinate the implementation of the grant for learners with severe to profound intellectual disabilities (LSPID) for Special Care Centres and a provincial support system to facilitate and support learners with disabilities in the education system, support systems for learners experiencing learning problems as well as for gifted learners. Manage home education, the provision of special schools, as well as the provision of education in Child and Youth Care Centres.

**Post Ref No P2/016 - Head Office, Nelspruit**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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**CHIEF EDUCATION SPECIALIST: INCLUSIVE EDUCATION AND CURRICULUM ENRICHMENT**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the Public Service and education sector related legislation and policy initiatives, including school nutrition, library- and information services and school sports, music and diverse culture and heritage programmes. Computer literacy. Valid driver's license. Registration with SACE. The following will serve as recommendations: excellent leadership-, interpersonal-, motivational-, analytical and financial management skills; good written and verbal communications skills; speech writing skills; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking.

**Duties:** Manage the facilitation, implementation and maintainance of policy, programmes and systems for learners with special educational needs. Manage and co-ordinate the implementation of social-, psychological- and career guidance programmes. Manage and co-ordinate the facilitation and promotion of the implementation of policy, programmes and systems for the provisioning of library- and information services. Oversee the implementation of programmes, projects and events related to school sports, music and diverse culture and heritage programmes. Manage and co-ordinate the implementation of nutrition programmes and Life Skills Education, and assess the impact thereof.

**Post Ref No P2/017 - Ehlanzeni District Office, Kanyamazane**

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

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## **CHIEF EDUCATION SPECIALIST: MATHEMATICS PROGRAMMES**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. 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 implementation of mathematics and GET technology curriculum in all schools. Manage the implementation of mathematics, science and technology strategy in all schools. Promote the development and implementation of policy, programmes and systems for the provisioning of mathematics in schools. Develop, evaluate and maintain an assessment and accreditation system. Develop, evaluate and co-ordinate the implementation of skills programmes. Advocacy for mathematics programmes as well as consultation and networking with other stakeholders. Serve as nodal point between the Department of Basic Education and the Department regarding board curriculum for mathematics. Manage, co-ordinate and support the duties of staff in the Subdirectorate.

**Post Ref No P2/018 - Head Office, Nelspruit**

**Enquiries:** Mr ER Nkosi, Tel (013) 766 0918

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## **CHIEF EDUCATION SPECIALIST: PROJECTS CO-ORDINATION**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Good organisational-, planning, management and leadership skills. Effective knowledge of financial planning processes. Extensive knowledge of project management processes. Well developed verbal and written communication skills. Ability to write quality reports. Above average ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the Internet. Valid driver's license

**Duties:** Manage and lead the Projects Coordination Unit. Render efficient and effective project management services to ensure that goals and strategic objectives are achieved. Compile and submit weekly reports concerning achievements and progress. Plan, monitor and co-ordinate the budget process for the Unit. Monitor the utilization of funds allocated to the Unit as per delegation. Promote access to and the effective utilisation of resources. Be accountable for the Projects Coordination Unit quality assurance. Liaise with relevant local and international stakeholders to establish new projects and to strengthen existing projects. Co-ordinate the planning and implementation of a workable schedule for the Unit. Establish and maintain a project data base of information, including records of all projects, resources and reference materials available. Produce and disseminate a quarterly projects newsletter. Establish and maintain national and international partnerships with Universities, other Project Units, other Government Departments and NGOs. Network information across the education community, universities and the world of work. Work in close co-operation with the relevant district- and Head Office staff. Provide relevant and timely data regarding projects. Support formal research and Action Research Projects.

**Post Ref No P2/019 - Head Office, Nelspruit**

**Enquiries:** Mr MD Mtembu, Tel (013) 766 5124

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## **CHIEF EDUCATION SPECIALIST: PSYCHOLOGICAL-, GUIDANCE AND SOCIAL SUPPORT**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 and registration with HPCSA will be an added advantage.

**Duties:** Co-ordinate, develop, manage and evaluate the implementation of social- and psychological guidance-, career guidance- and environmental education programmes within prescribed national policy. Manage the School Journey Services Unit. Manage the provision of an environment for experiential learning based on acquiring of skills as set out in the relevant school curricula. Provide oversight on the implementation of programmes relating to children's rights and related therapeutic interventions.

**Post Ref No P2/020 - Head Office, Nelspruit**

**Enquiries:** Ms PN Mbatha, Tel (013) 766 5844

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## **CHIEF EDUCATION SPECIALIST: SCIENCE PROGRAMMES**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Proven experience related to the publication of educational / scientific papers or journal articles pertaining to the subject area. Credible education management experience. Comprehensive knowledge of the public service and education sector related legislation, policy initiatives and strategies including quality assurance and assessment frameworks. Excellent leadership-, interpersonal-, motivational-, analytical and financial management skills. Good written and verbal communications, reporting and speech writing skills. Ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Computer literacy. Valid driver's license. Registration with SACE. An appropriate recognised PhD will serve as recommendation.

**Duties:** Evaluate, develop, implement, co-ordinate and monitor policies for teaching and learning of Science in the MST focus schools. Design and monitor the implementation of developmental -, support -, mentoring - and assessment programs for educators. Set the standards for performance. Render advice on competencies and performance indicators to ensure the delivery of quality education services. Promote subject enrolment in the school system, with a view to also increase the supply of qualifying candidates to enter into MST related courses in the higher education sector.

**Post Ref No P2/021 - MST Academy, Emalaheni**

**Enquiries:** Ms. MD Ndinisa, Tel (013) 766 5668

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## **CHIEF EDUCATION SPECIALIST: SYSTEMIC EVALUATION**

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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, develop and manage the implementation of systemic evaluation on all levels of the education system within prescribed national policy. Serve as nodal point between the Department of

Basic Education and the Department regarding reviewed programmes and services on systemic evaluation. Consult and network with stakeholders i.r.o. the above. Analyse, interpret and apply data for the review of programmes and services. Prepare data for public debate and for management as required.

**Post Ref No P2/022 - Head Office, Nelspruit**

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

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

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the Public Service and education sector related legislation and policy initiatives, including teacher development and governance. Computer literacy. Valid driver's license. Registration with SACE. The following will serve as recommendations: excellent leadership-, interpersonal-, motivational-, analytical and financial management skills; good written and verbal communications skills; writing skills; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking.

**Duties:** Manage and co-ordinate the development of education management and -governance capacity as well as the development of and support to teachers in presenting learning systems. Co-ordinate, monitor and evaluate the management of district Education Development Centres (EDC's).

**Post Ref No P2/023 - Gert Sibande District Office, Ermelo**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

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

**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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 P2/024 - Head Office, Nelspruit**

**Enquiries:** Dr NV Mthethwa, Tel (013) 766 6284

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## **CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION**



**Salary: An all-inclusive remuneration package of R 906 282 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 three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine 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, develop and manage the implementation of WSE policy in all levels of the system. Serve as nodal point between the Department of Basic Education and the Department regarding reviewed programmes and service on Whole School Evaluation. Plan and monitor WSE activities. Collate provincial WSE report based on evaluation reports of schools. Monitor training on all aspects of WSE policy.

**Post Ref No P2/025 - Head Office, Nelspruit**

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

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## **DEPUTY CHIEF EDUCATION SPECIALIST: COMMUNICATION STUDIES & LANGUAGE**

**Salary: R 510 219 p.a.**

**Requirements:** An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight 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 P2/026 - Head Office, Nelspruit**

**Enquiries:** Mr PS Zwane, Tel (013) 766 0995

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## **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT**

**Salary: R 510 219 p.a.**

**Requirements:** An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant 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:** Monitor implementation of curriculums, 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. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in

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Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

**Post Ref No P2/027 - Shatale Circuit Office, Shatale**

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

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**CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL**

**Salary: R 383 226 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 P2/028 - Tsakane Special School (SID), Acornhoek**

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

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**ED THERAPIST GR 1: SPEECH THERAPIST (SCHOOL BASED): SPECIAL SCHOOL**

**Salary: R 317 976 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. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

**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 P2/029 - Tsakane Special School (SID), Acornhoek**

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

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**PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL**

**Salary: R 208 584 p.a.**

**Requirements:** Grade 12 certificate. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. 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.

**Duties:** Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions.

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## P2 ADVERT DEPARTMENTAL WEBSITE 20200308

Promote proper discipline and morale in the hostel.

**Post Ref No P2/030 - Izimbali Combined Boarding School, Amsterdam**

**Enquiries:** Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097

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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 26 March 2020.

### **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 26 March 2020**. 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.