



# 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.**

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## **DIRECTOR: CURRICULUM ENRICHMENT**

**Salary:** An all-inclusive remuneration package of R 1 005 063 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. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing curriculum enrichment, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of curriculum enrichment. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. 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:** Promote the development and implementation of policy, programmes and systems regarding all aspects of nutrition programmes, HIV/Aids Education, sports, music and cultural programmes and printed media and school libraries. Manage the co-ordination and implementation of nutrition programmes, and assess the impact thereof. Manage, co-ordinate and evaluate the development and implementation of HIV/Aids Education, and develop and maintain a strategic collaboration between Health, Education, Social Services and Agriculture. Manage, co-ordinate and evaluate the development and implementation of sports, music and cultural programmes. Co-ordinate, manage and monitor the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Analyse and identify professional, educational and resource needs (physical, financial and human). Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote

a culture of efficiency and quality. 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 P4/043 - Head Office, Mbombela**

**Enquiries:** Mr J Mkhwanazi, Tel (013) 766 0992

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**DIRECTOR: HR BENEFITS AND EMPLOYEE WELLNESS**

**Salary:** An all-inclusive remuneration package of R 1 005 063 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. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Benefits administration, HR Performance management and Employee Health and Wellness. 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. 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:** Manage and give strategic direction to the HR Benefits, -Performance and Employee Health and Wellness Unit. Manage the benefits of human resources and promote sound HR performance management practices. Manage the development, co-ordination, monitoring of Projects and policies as well as administration processes related to HR Remuneration and –benefits, including all HR career matters, housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Provide employees with comprehensive assistance, care and support programmes in the workplace. Manage the development, co-ordination and administration of HR performance assessment. Manage the provision of care and support to employees infected with and affected by HIV/AIDS as well as the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. 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 P4/044 - Head Office, Mbombela**

**Enquiries:** Mr JM Tshoba, Tel (013) 766 5297

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## DIRECTOR: HR PROVISIONING

**Salary:** An all-inclusive remuneration package of R 1 005 063 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. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. 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. 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:** Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel subsystem. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

**Post Ref No P4/045 - Head Office, Mbombela**

**Enquiries:** Mr JM Tshoba, Tel (013) 766 5297

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## DIRECTOR: INTERNAL AUDIT

**Salary:** An all-inclusive remuneration package of R 1 005 063 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. Recommendations: Membership of the Institute of Internal Auditors. Appropriate experience in electronic data processing systems, project management and internal auditing. Knowledge of GAAP and Internal Auditing Standards. Exposure to Public Finance. Extensive knowledge of the Public Finance Management Act. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Valid drivers license. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. 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:** High level risk assessment of business units. Determine the scope of audit testing. Prepare medium and long term audit plans. Manage the planning and execution of audits in accordance with the IIA Standards. Monitor compliance of policies and procedures. Report audit findings to the Accounting Officer and make recommendations for correcting deficiencies to improve operations and reduce costs. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Analyse losses and manage the departmental database for loss control. Promote a culture of efficiency and quality. 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 P4/046 - Head Office, Mbombela**

**Enquiries:** Mr JR Nkosi, Tel (013) 766 5022

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## DEPUTY DIRECTOR: SECURITY MANAGEMENT UNIT

**Salary:** An all-inclusive remuneration package of R 733 257 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**Requirements:** An appropriate 3-year degree/qualification or Gr.12, plus extensive appropriate experience. Proven experience in the field of Security Management. Competencies: Thorough understanding of security management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

**Duties:** Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the NIA for support and advice in respect of information security and conduct investigations on security related

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matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.

**Post Ref No P4/128 - Head Office, Mbombela**

**Enquiries:** Mr D Shipalana, Tel (013) 766 5298

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**CHIEF ADMIN CLERK: CIRCUIT OFFICE**

**Salary: R 257 508 p.a.**

**Requirements:** Grade 12 certificate plus sufficient appropriate experience. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.

**Duties:** Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management. Supervise, maintain and monitor all aspects of the technical maintenance, Planning administration and quality control of the SA-SAMS system. This include the registering of users and maintenance of users, the checking and monitoring of the cleaning of SA-SAMS databases, the confirming of school statuses and analysing the data received from schools. Organize SAMS and LURITS activities in the circuit. Verify adherence to password security management at school level. Conduct training on SA-SAMS to new schools and school administrators including training regarding updates and changes to SA-SAMS. Design and distribute a training manual and relevant system documents to users or stakeholders.

**Post Ref No P4/047 - Breyten Circuit Office, Ermelo**

**Post Ref No P4/048 - Ermelo 1 Circuit Office, Ermelo**

**Post Ref No P4/049 - Ermelo 2 Circuit Office, Ermelo**

**Post Ref No P4/050 - Mkhondo East Circuit Office, Mkhondo**

**Post Ref No P4/051 - Volksrust Circuit Office, Volksrust**

**Post Ref No P4/052 - Wakkerstroom Circuit Office, Wakkerstroom**

**Post Ref No P4/053 - Balfour Circuit Office, Balfour**

**Post Ref No P4/054 - Carolina Circuit Office, Carolina**

**Post Ref No P4/055 - Mkhondo West Circuit Office, Mkhondo**

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

**Post Ref No P4/056 - Kwamhlanga S/W Circuit Office, KwaMhlanga**

**Post Ref No P4/057 - Kwamhlanga N/E Circuit Office, KwaMhlanga**

**Post Ref No P4/058 - Kwaggafontein East Circuit Office, Kwaggafontein**

**Post Ref No P4/041 - Nokaneng Circuit Office, Hammanskraal**

**Post Ref No P4/059 - Mmametlhake Circuit Office, Bamokgoko**

**Post Ref No P4/060 - Libangeni Circuit Office, Mbibane**

**Post Ref No P4/061 - Middelburg 1 Circuit Office, Middelburg**

**Post Ref No P4/062 - Siyabuswa 2 Circuit Office, Siyabuswa**

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

**Post Ref No P4/063 - White River Circuit Office, White River**

**Post Ref No P4/064 - Insikazi Circuit Office, Kabokweni**

**Post Ref No P4/065 - Malelane Circuit Office, Kamhlushwa**

**Post Ref No P4/066 - White-Hazy 2 Circuit Office, Masoyi**

**Post Ref No P4/067 - Nkomazi Central Circuit Office, Kamhlushwa**

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

**Post Ref No P4/068 - Agincourt Circuit Office, Agincourt Trust, MP Stream**

**Post Ref No P4/069 - Cottondale Circuit Office, Cottondale Trust**

**Post Ref No P4/070 - Greenvalley Circuit Office, Acornhoek**

**Post Ref No P4/071 - Marite Circuit Office, Mkhuhlu**

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**Post Ref No P4/072 - Mkhuhlu Circuit Office, Mkhuhlu**

**Post Ref No P4/073 - Shatale Circuit Office, Shatale**

**Post Ref No P4/074 - Thulamahashe Circuit Office, Thulamahashe**

**Post Ref No P4/075 - Sabie Circuit Office, Sabie**

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

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## **ADMIN CLERK: CIRCUIT OFFICE**

**Salary: R 173 703 p.a.**

**Requirements:** Grade 12 certificate. A valid driver's license may be an advantage. 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 planning and organisational skills. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy. Applicants may be required to complete a typing test.

**Duties:** Render financial- and logistical administration support services. Render HR administration support services, including payroll verification, and dealing with enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries. Render all administrative duties pertaining to SA-SAMS including collecting and sending databases and feedback files to and from schools, ensure that all modules and fields are captured correctly, ensure that the applicable patch has been installed and used. Returning exceptional reports to schools and assisting with report findings, control deployment forms from the principal and verify summarized data on the deployment form. Recording data received and dispatched in a control sheet from circuits. Conduct head counts in selected schools to verify data captured in SA-SAMS. Obtain documents from schools as required. Support SA-SAMS for LURITS and support schools when uploading/transferring of data.

**Post Ref No P4/076 - Ermelo 2 Circuit Office, Ermelo**

**Post Ref No P4/077 - Amsterdam Circuit Office, Amsterdam**

**Post Ref No P4/079 - Volksrust Circuit Office, Volksrust**

**Post Ref No P4/080 - Wakkerstroom Circuit Office, Wakkerstroom**

**Post Ref No P4/081 - Stan West Circuit Office, Standerton**

**Post Ref No P4/083 - Stan East Circuit Office, Standerton**

**Post Ref No P4/084 - H/V Ridge East Circuit Office, Evander**

**Post Ref No P4/086 - Bethal Circuit Office, Bethal**

**Post Ref No P4/087 - Mpuluzi Circuit Office, Mayflower**

**Post Ref No P4/088 - Dundonald Circuit Office, Mpuluzi**

**Post Ref No P4/089 - Carolina Circuit Office, Carolina**

**Post Ref No P4/090 - Mkhondo West Circuit Office, Mkhondo**

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

**Post Ref No P4/092 - Emalahleni 1 Circuit Office, Emalahleni**

**Post Ref No P4/093 - Emalahleni 2 Circuit Office, Emalahleni**

**Post Ref No P4/094 - Kwamhlanga S/W Circuit Office, KwaMhlanga**

**Post Ref No P4/095 - Tweefontein South Circuit Office, KwaMhlanga**

**Post Ref No P4/096 - Marapyane Circuit Office, Skilpadfontein**

**Post Ref No P4/042 - Kwaggafontein West Circuit Office, Kwaggafontein**

**Post Ref No P4/097 - Nokaneng Circuit Office, Hammanskraal**

**Post Ref No P4/098 - Libangeni Circuit Office, Mbibane**

**Post Ref No P4/099 - Weltevrede Circuit Office, Siyabuswa**

**Post Ref No P4/100 - Middelburg 1 Circuit Office, Middelburg**

**Post Ref No P4/101 - Middelburg 3 Circuit Office, Middelburg**

**Post Ref No P4/102 - Siyabuswa 2 Circuit Office, Siyabuswa**

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

**Post Ref No P4/104 - White River Circuit Office, White River**

**Post Ref No P4/105 - Insikazi Circuit Office, Kabokweni**

**Post Ref No P4/106 - Nelspruit Circuit Office, Mbombela**

**Post Ref No P4/107 - Nkululeko Circuit Office, Matsulu**

**Post Ref No P4/108 - Malelane Circuit Office, Kamhlushwa**

**Post Ref No P4/109 - Khulangwane Circuit Office, Schoemansdal**

**Post Ref No P4/111 - Nkomazi Central Circuit Office, Kamhlushwa**

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

**Post Ref No P4/113 - Agincourt Circuit Office, Agincourt Trust, MP Stream**

**Post Ref No P4/114 - Casteel Circuit Office, Casteel Trust, Ratanang**

**Post Ref No P4/115 - Cottondale Circuit Office, Cottondale Trust**

**Post Ref No P4/116 - Greenvalley Circuit Office, Acornhoek**

**Post Ref No P4/117 - Mkhuhlu Circuit Office, Mkhuhlu**

**Post Ref No P4/118 - Shatale Circuit Office, Shatale**

**Post Ref No P4/119 - Thulamahashe Circuit Office, Thulamahashe**

**Post Ref No P4/120 - Ximhungwe Circuit Office, Kildare Trust**

**Post Ref No P4/121 - Sabie Circuit Office, Sabie**

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

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## **ADMIN CLERK: TRAINING PROGRAMS (ECD INSTITUTE)**

**Salary: R 173 703 p.a.**

**Requirements:** Grade 12 certificate. A relevant tertiary qualification will be an added advantage. Competencies: Good interpersonal-, verbal and written communication skills. Capacity to quickly master a diversity of tasks and systems. Computer literacy. A valid driver's license may be an advantage.

**Duties:** Render library services in ECD Institutions including the issuing, sorting, and safe-keeping of library books. Establish and maintain a database and a filing system pertaining to the borrowing of books and the control thereof. Handle all administrative aspects of the Institute's library.

**Post Ref No P4/122 - Head Office, Mbombela**

**Enquiries:** Ms JS Motsepe, Tel (013) 766 0109

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## **GENERAL ADMIN CLERK: UNIT SUPPORT**

**Salary: R 173 703 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 P4/123 - Head Office, Mbombela (ECD INSTITUTE – Office of the CES)**

**Enquiries:** Ms JS Motsepe, Tel (013) 766 0109

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## **GENERAL ADMIN CLERK: UNIT SUPPORT**

**Salary: R 173 703 p.a.**

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## P4 ADVERT DEPARTMENTAL WEBSITE 20201207

**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 P4/124 - Head Office, Mbombela (ECD INSTITUTE – Office Auxiliary Services)**

**Enquiries:** Ms JS Motsepe, Tel (013) 766 0109

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## SECRETARY (S5): CHIEF DIRECTOR'S OFFICE

**Salary: R 173 703 p.a.**

**Requirements:** Grade 12 or equivalent certificate with Typing as a passed full subject plus sufficient appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Candidates may be expected to participate in a typing test as part of the selection process.

**Duties:** Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

**Post Ref No P4/125 - Head Office, Mbombela (Office of the Chief Director: Financial Management)**

**Enquiries:** Mr D Shipalana, Tel (013) 766 5298

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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, Ikhamanga Building of the Riverside Government Complex, but will be removed on **Wednesday 23 December 2020**.

**NOTE:**

#### **P4 ADVERT DEPARTMENTAL WEBSITE 20201207**

\*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 Wednesday 23 December 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.