

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:*

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 19 November 2009
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid drivers license where required. 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. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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.

**OTHER POSTS**

- POST 44/75** : **SENIOR EDUCATION SPECIALIST: NKANGALA CAREER GUIDANCE CENTRE REF D3/009**
- SALARY** : R211 671 per annum
- CENTRE** : Matimba Village, Witbank
- REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification in Career Guidance backed by a professional qualification in education as well as at least five years' experience in Career Guidance including credible management experience. Good organisational, planning and management skills. Experience in working with big groups Sound knowledge of Project Management. Sound knowledge of SAQA regulations. Well developed verbal and written communication skills. Good interpersonal skills. Sound knowledge of marketing and financial planning activities Computer Literacy. Valid driver's license. Registration with SACE. Recommendations: A relevant postgraduate qualification in Career Guidance Appropriate experience in the field of Career Guidance assessment. Knowledge and experience in counselling
- DUTIES** : Manage the Career Guidance Centre staff and resources. Develop and ensure the effective implementation of the annual Centre Programme. Manage, co-ordinate and control school groups visiting the Centre. Provide Career Guidance and assist with career pathing. Draft an annual budget for the Centre. Develop and maintain a data base of Centre activities. Develop and sustain new programs and material. Interact with FET Colleges, Higher Education Institutions and Industries. Work in close co-operation with the Mobile Career Guidance Unit and staff dealing with Inclusive Education/SEN in the Head Office and Region. Present Career Guidance Programs. Write and submit reports as required. Support formal research and Action Research Projects.
- ENQUIRIES** : Dr H Maritz, Tel (013) 766 5260
- POST 44/76** : **SCIENCE CENTRE CO-ORDINATOR: NKANGALA CAREER GUIDANCE CENTRE REF D3/010**
- SALARY** : R 192 540 per annum.
- CENTRE** : Matimba Village, Witbank

<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelor's degree in Science (Chemistry & Physics) or equivalent qualification. Credible management experience. Good organisational, planning and management skills. Experience in working with big groups. Sound knowledge of Project Management. Well developed verbal and written communication skills. Good interpersonal skills. Sound knowledge of marketing and financial planning activities. Computer Literacy. Valid driver's license. Applicants will be required to perform a science demonstration. Recommendations: Appropriate experience in the field of physics and chemistry. Knowledge of and experience in performing Physical Science practical work.
<b><u>DUTIES</u></b>	:	Manage the Science Centre staff and resources. Develop and ensure the effective implementation of the annual Centre programme. Draft an annual budget for the Centre. Develop models and present practical work to large groups of learners. Manage, co-ordinate and control school groups visiting the Centre. Develop and maintain a data base of Centre activities. Develop and sustain new programs and materials. Interact with FET Colleges and Higher Education Institutions. Work in close co-operation with the Natural Science and Physical Science Curriculum staff in the Head Office and Region. Demonstrate Science concepts creatively. Write and submit reports as required. Support formal research and Action Research Projects.
<b><u>ENQUIRIES</u></b>	:	Dr H Maritz, Tel (013) 766 5260
<b><u>POST 44/77</u></b>	:	<b><u>ADMINISTRATION CLERK: NKANGALA EDUCATION CENTRE REF D3/011</u></b>
<b><u>SALARY</u></b>	:	R 62 094 per annum.
<b><u>CENTRE</u></b>	:	Matimba Village, Witbank
<b><u>REQUIREMENTS</u></b>	:	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 in MS Office. Applicants may be required to complete a typing test.
<b><u>DUTIES</u></b>	:	Render financial- and logistical administration support services. 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, group bookings, travelling and catering etc. Process queries.
<b><u>ENQUIRIES</u></b>	:	Dr H Maritz, Tel (013) 766 5260
<b><u>POST 44/78</u></b>	:	<b><u>GENERAL WORKER: NKANGALA EDUCATION CENTRE REF D3/012</u></b>
<b><u>SALARY</u></b>	:	R 48 210 per annum.
<b><u>CENTRE</u></b>	:	Matimba Village, Witbank
<b><u>REQUIREMENTS</u></b>	:	No formal qualification is required for this position, but appropriate work experience and/or knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: A. Competencies related to cleaning duties: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. B. Competencies related to ground maintenance duties: Basic knowledge of garden maintenance techniques, equipment and the application thereof. Ability to perform basic gardening duties with related garden maintenance equipment according to specified gardening techniques to ensure acceptable growth and neat appearance of gardens. Basic maintenance and repair skills. C. Generally applicable competencies: The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Clean buildings, facilities and other structures as required. Assist with the loading, unloading, dispatching and taking of stock. Maintain buildings, facilities, drainage systems and other structures. Maintain and develop gardens, grounds,

lawns and fences, where applicable. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Clean and service equipment. Report faults on the terrain. Prepare venue and arrange seating according to facilitators' prescriptions. Perform errands.  
Dr H Maritz, Tel (013) 766 5260

**ENQUIRIES**

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