

**PROVINCIAL ADMINISTRATION: MPUMALANGA
EDUCATION**

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 Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, 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** : 15 March 2018
- 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 (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. 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. All short listed candidates 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 advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

- POST 08/195** : **DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY M1/001**
- SALARY** : Salary: An all-inclusive remuneration package of R 948 174 per annum. 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.
- CENTRE** : Head Office, Nelspruit
- 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 mathematics, science and technology education as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of maths, science and technology. 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 and to work under pressure. 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.
- DUTIES** : Promote the development and implementation of curriculum and programmes for mathematics, science and technology curriculum in the General- and Further Education and Training band.

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for Mathematics, Science and Technology (MST). Ensure the effective delivery of policy, programmes and systems for MST in the GET band and MST in the FET band. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through 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. Promote a culture of efficiency and quality.

ENQUIRIES : Ms LH Moyane, Tel (013) 766 5155

POST 08/196 : **DIRECTOR: DISTRICT MANAGEMENT M1/002**

SALARY : Salary: An all-inclusive remuneration package of R 948 174 per annum. 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.

CENTRE REQUIREMENTS : Gert Sibande District Office, Ermelo
 : 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. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. 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.

DUTIES : Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

ENQUIRIES : Mr M Lushaba, Tel (013) 766 5864

- POST 08/197** : **DIRECTOR: DISTRICT MANAGEMENT M1/003**
- SALARY** : Salary: An all-inclusive remuneration package of R 948 174 per.annum. 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 competencybased assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competencyassessment tools.
- CENTRE REQUIREMENTS** : Nkangala District Office, KwaMhlanga
: 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. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. 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.
- DUTIES** : Planning: Plan, co-ordinate, implement, maintain , evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, cluding the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.
- ENQUIRIES** : Mr M Lushaba, Tel (013) 766 5864
- POST 08/198** : **DIRECTOR: DISTRICT MANAGEMENT M1/004**
- SALARY** : Salary: An all-inclusive remuneration package of R 948 174 per.annum. 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 competencybased assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competencyassessment tools.
- CENTRE** : Ehlanzeni District Office, Kanyamazane

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. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. 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.

DUTIES : Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

ENQUIRIES : Mr M Lushaba, Tel (013) 766 5864

OTHER POSTS

POST 08/199 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/005**

SALARY : Salary: R 453 246 per annum.
CENTRE : Nokaneng Circuit Office, Hammanskraal

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 curriculars, 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 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.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816

POST 08/200 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/006**

SALARY : Salary: R 453 246 per.annum.

CENTRE : Lubombo Circuit Office, Hoyi

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 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.

ENQUIRIES : Ms JT Dlamini, Tel (013) 766 0508

POST 08/201 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/007**

SALARY : Salary: R 453 246 per.annum.

CENTRE : Agincourt Circuit Office, Agincourt Trust, MP Stream

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 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.

ENQUIRIES : Mr T Magoane, Tel (013) 766 7410

POST 08/202 : **EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT M1/010**

This is a re-advertisement of Post Ref. No: K11/154 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per.annum.

CENTRE : Osizweni Special School (SID), Leslie

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.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097.

POST 08/203 : **EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT M1/011**

This is a re-advertisement of Post Ref. No: K11/157 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per.annum.

CENTRE : Masinakane Special School (SID), Mbibane

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.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816.

POST 08/204 : **EDUCATION THERAPIST GRADE 1: SPEECH THERAPIST (SCHOOL BASED): SPECIAL SCHOOL M1/012**

This is a re-advertisement of Post Ref. No: K11/165 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per.annum.

CENTRE : Silindokuhle Special School (SID), Mangweni, Kwalugedlane

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.

ENQUIRIES

: Ms JT Dlamini, Tel (013) 766 0508.