

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF 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.*

- 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** : 27 September 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. 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:

**OTHER POSTS**

- POST 36/213** : **EDUCATION PSYCHOLOGIST GRADE 1 (SCHOOL BASED): SPECIAL SCHOOL REF NO: M5/082**
- SALARY** : R674 892 per annum
- CENTRE** : Hoërskool Vaalrivier (MID), Standerton
- REQUIREMENTS** : An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Registration with the HPCSA as a Psychologist as well as registration with SACE. 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 Psychologist who performed Community Service. Valid driver's license. Experience in education will be an advantage. Good verbal and written communication skills. Computer literacy. 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** : Provide psycho-educational support services at schools, to learners, educators, parents and professionals. Provide guidance and psycho therapy to learners who may have psychological intellectual and behavioral challenges and socioeconomic deprivation. Develop and organise therapy programmes that identify, assess and support the eradication of barriers to learning. Coordinate the multi-disciplinary team. Render hostel duty.
- ENQUIRIES** : Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

**POST 36/214** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/083**

**SALARY** : R482 706 per annum  
**CENTRE** : Volksrust Circuit Office, Volksrust  
**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** : Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

**POST 36/215** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/084**

**SALARY** : R482 706 per annum  
**CENTRE** : Mmamethlake Circuit Office, Bamokgoko  
**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 No: (013) 947 1816

**POST 36/216** :

**DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/085**

**SALARY CENTRE REQUIREMENTS** :

R482 706 per annum  
 Nokaneng Circuit Office, Hammanskraal  
 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 No: (013) 947 1816

**POST 36/217** :

**DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT REF NO: M5/086**

**SALARY CENTRE REQUIREMENTS** :

R482 706 per annum  
 Bushbuckridge Education Development Centre, Bushbuckridge  
 An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

**DUTIES** :

Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in

educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a data-base of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

**ENQUIRIES** : Mr T Magoane, Tel No: (013) 766 7410

**POST 36/218** : **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT REF NO: MM5/087**

**SALARY** : R482 706 per annum  
**CENTRE** : Glory Hill Education Development Centre, Graskop  
**REQUIREMENTS** : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

**DUTIES** : Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a data-base of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

**ENQUIRIES** : Mr T Magoane, Tel No: (013) 766 7410

**POST 36/219** : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/097**

**SALARY** : R482 706 per annum  
**CENTRE** : Msukaligwa 1 Circuit Office, Ermelo  
**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.

<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
<b><u>POST 36/220</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: M5/089</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R362 559 per annum Steve Tshwete Boarding School, Elandspruit, Middelburg 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela, Tel No: (013) 947 1816
<b><u>POST 36/221</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: M5/090</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R362 559 per annum Thaba Cheuw Boarding School, Mashishing 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane, Tel No: (013) 766 7410
<b><u>POST 36/222</u></b>	:	<b><u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: M5/091</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum Thaba Cheuw Boarding School, Mashishing Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. 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. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the

		hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane, Tel No: (013) 766 7410
<b><u>POST 36/223</u></b>	:	<b><u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: M5/100</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum
<b><u>CENTRE</u></b>	:	Shongwe Boarding School, Shongwe Mission
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. 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. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane, Tel No: (013) 766 7410
<b><u>POST 36/224</u></b>	:	<b><u>EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT REF NO: M5/092</u></b>
<b><u>SALARY</u></b>	:	R300 828 per annum
<b><u>CENTRE</u></b>	:	Hoërskool Vaalrivier (MID), Standerton
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
<b><u>POST 36/225</u></b>	:	<b><u>SOCIAL WORKER: SEN SCHOOL SOCIAL SUPPORT REF NO: M5/093</u></b>
<b><u>SALARY</u></b>	:	R242 553 per annum
<b><u>CENTRE</u></b>	:	Nkangala District, School support
<b><u>REQUIREMENTS</u></b>	:	A recognized Bachelors Degree in social work. Five years appropriate experience. Registration with the South African Council for Social Service Professions. In-depth knowledge of psycho-social interventions, Education White Paper 6 on Inclusive Education as well as diverse barriers to learning and development. Computer literacy. A valid driver's license.

**DUTIES** : Function as integral member of the professional multi-disciplinary team dealing with learners with behaviour problems. Develop and present rehabilitation programmes for learners. Coordinate group and individual therapy. Compile reports and render administrative functions in relation to duties as required. Render counselling services with individuals, families and communities. Must be committed to social justice and human rights. Implement and manage effective social, counselling and behavioural support programmes, within the Inclusive Education framework, for learners experiencing barriers to learning and development in all bands of education. Implementation of the screening, identification, assessment and support policy guidelines in respect to learners that are vulnerable and experiencing social and behavioural barriers to learning and development. Participation in district based Support Teams with regards to identification, assessment and support of learners experiencing social and emotional/behavioural barriers to learning and development. Contribute to the collaborative efforts of educators and other specialists in effectively implementing the NCS and adjunct policies e.g. admission and inclusion policies, curriculum and assessment adaptations for learners experiencing social and behavioural barriers to learning and development. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

**ENQUIRIES** : Ms PN Mbatha, Tel No: (013) 766 5844

**POST 36/226** : **ADMIN OFFICER: SEN SCHOOL REF NO: M5/094**

**SALARY** : R242 475 per annum  
**CENTRE** : Ethokomala Reform School, Kinross  
**REQUIREMENTS** : An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

**DUTIES** : Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

**ENQUIRIES** : Dr M van Zyl, Tel No: (013) 766 5885

**POST 36/227** : **ADMIN OFFICER: BOARDING SCHOOL REF NO: M5/095**

**SALARY** : R242 475 per annum  
**CENTRE** : Thaba Cheuw Boarding School, Mashishing  
**REQUIREMENTS** : An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

**DUTIES** : Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

**ENQUIRIES** : Mr T Magoane, Tel No: (013) 766 7410

**POST 36/228** : **PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: M5/096**

**SALARY** : R196 407per annum  
**CENTRE** : Thaba Cheuw Boarding School, Mashishing

- 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. Promote proper discipline and morale in the hostel.
- ENQUIRIES** : Mr T Magoane, Tel No: (013) 766 7410