

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF EDUCATION**

The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr. P.B.V. Ngidi
- CLOSING DATE** : 16 May 2022
- NOTE** : Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Note: The filling of the post 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 employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Preference will be given to persons from designated groups including persons with disabilities.

OTHER POSTS

- POST 15/198** : **EDUCATION PSYCHOLOGIST GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES**
Branch: Institutional Development Support
Chief Directorate: Rural and Inclusive Education
Directorate: Inclusive Education
- SALARY CENTRE** : R724 062 per annum
Umgungundlovu District: Ref No: OBE/05/2022
Zululand District: Ref No: OBE/06/2022
Othukela District: Ref No: OBE/07/2022
- REQUIREMENTS** : An appropriate Master's degree in Educational Psychology. Registration with the Health Professionals Council of South Africa (HPCSA) as a Psychologist in the relevant registration category. Three years' experience is required after registration with Health Professionals Council of South Africa in respect of RSA qualified psychologists who performed Community Service, as required in South Africa. (One (1) year relevant experience after registration with the Health Professionals Council of South Africa in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and special care centres on an itinerant basis. Support to be provided will include: Assessment

of LSPID enrolled in the schools/ special care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and special care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES NOTE : Mrs N.V.Hlongwane Tel No: 033 8465533
 : The incumbent will function as part of a Transversal Team with the specific responsibility of providing transversal outreach services to special care centers and special schools that include learners with severe to profound intellectual disability (LSPID).

POST 15/199 : **CHIEF EDUCATION THERAPIST (SPEECH AND LANGUAGE THERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: OBE/08/2021 (X1 POST)**
 Branch: Institutional Development Support
 Chief Directorate: Rural and Inclusive Education
 Directorate: Inclusive Education

SALARY CENTRE REQUIREMENTS : R473 112 per annum
 : Harry Gwala District
 : An appropriate four year qualification in Speech and Language Therapy. Registration with the Health Professionals Council of South Africa (HPCSA) as a Speech and Language Therapist. A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and special care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ special care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and special care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES NOTE : Mrs N.V.Hlongwane Tel No: 033 8465533
 : The incumbent will function as part of a Transversal Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills. Note: The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

POST 15/200 : **ADMINISTRATIVE OFFICER REF NO: DOE/09/2022 (X2 POSTS)**
 Directorate: Logistic, Assets and Disposal
 Please note that the following posts are being re-advertised as such candidates that applied before are encourage to re-apply.

SALARY : R261 372 per annum (Level 07)

- CENTRE REQUIREMENTS** :
- Pietermaritzburg, Head Office
- :
- A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's license.
- DUTIES** :
- Updating of the years acquisition disposal and losses for Assets, Inventory disposal etc. into the Fixed Assets Register, Clear current acquisition queries. Management of movement of Assets. Conducting of asset disposal and losses processes as well as auctioning. Assist with the physical verification of assets. Support District Offices with Asset management related compliance. Provide clerical support to the Directors office.
- ENQUIRIES** :
- Mrs N.V.Hlongwane Tel No: 033 8465533