

**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.

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as 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, Ikhamanga Building of the Riverside Government Complex. Alternatively, applications for posts in Offices can also be uploaded to the following link: All Office Posts Link : <https://forms.gle/o9MBmwwn3xDFCSub8>
- FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
- CLOSING DATE** : 07 November 2024
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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 38/61** : **CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: W6/351**
- SALARY** : R1 436 022 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Preference will be given to a Built Environment Degree. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. 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.
- DUTIES** : Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies,

policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. 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. Empower staff within the component through coaching, development and skills transfer. 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. Provide strategic leadership and guidance.

ENQUIRIES
NOTE

: Ms LH Moyane Tel No: (013) 766 5111
 : 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.

POST 38/62

: **CHIEF DIRECTOR: PLANNING & PROGRAMMES MANAGEMENT REF NO: W6/352**

SALARY

: R1 436 022 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

CENTRE
REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognized 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 senior managerial level. The applicant must be competent in program management and possess strong people management skills. The applicant must have the working knowledge to manipulate technology gadgets and applicable information management systems, including GIS. In addition, the incumbent must have good verbal and written communication skills as well as knowledge of the Public Finance Management Act (PFMA) and Supply Chain Management Framework. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The successful candidate must be a dynamic leader, team builder and will be expected to sign an annual performance agreement. Valid driver's license. 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 Program 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.

DUTIES

: Render integrated strategic planning for the enhancement of the learner environment and related budgeting. Develop and co-ordinate plans for the strategic provision of effective Information and Communication Services. Render disaster management services. Provide policy guidelines for the schooling system and manage the process of the registration of schools and land administration. Develop and provide a guidance framework for the outsourcing of services if and when required. Manage the rendering of effective information management and –technology services. Plan for and manage the implementation of the New School designs initiative. Manage the co-ordination, monitoring and reporting on macro policy and planning processes. Manage the determination of the research needs of the department, the conducting of research and the establishment of a departmental resource centre. Manage the development and co-ordination of all developmental education projects in support of the overall strategic plan. Manage the provision of Education Management Information Services. The appointee will be part of the management echelon of the Department of Education and will be expected to contribute at that level.

ENQUIRIES
NOTE

: Mr D Mtembu Tel No: (013) 766 5438
 : 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.

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| <u>POST 38/63</u> | : | <u>CHIEF DIRECTOR: QUALITY PROMOTION AND -ASSURANCE REF NO: W6/353</u> |
| <u>SALARY</u> | : | R1 436 022 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | 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 senior managerial level. The ideal candidates would have vision, a mature sense of leadership and proven financial and personnel management abilities. In addition, he/she should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility. In addition to the above requirements, proven experience in providing strategic direction in the development and implementation of relevant policies, programmes and projects in the field of quality assurance and curriculum enrichment is a pre-requisite. The successful candidate should have an in-depth understanding of both national and international trends and debates around quality assurance systems in education. He/she will have excellent communication and proven ability to work under pressure and extended hours. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results within a complex and diverse environment. 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. |
| <u>DUTIES</u> | : | As the general manager of the chief directorate, the incumbent will be expected to provide strategic direction and guidance to the Department as a whole, as well as taking responsibility for the development and maintenance of policies as well as the management and co-ordination of programmes towards the qualitative implementation of: School enrichment programmes, including ensuring the implementation of nutrition programmes and the impact thereof, the co-ordination and evaluation of the development and implementation of HIV/Aids Education, and the development and maintenance of a strategic collaboration between Health, Education, Social Services and Agriculture. The co-ordination and evaluation of the development and implementation of sports, music and cultural programmes. The co-ordination, 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. Quality assurance: The systemic evaluation on all levels of the education system and the co-ordination and monitoring of the implementation of Whole School Evaluation. Promote a culture of efficiency and quality. Empower staff within the component through performance management, 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. |
| <u>ENQUIRIES</u> | : | Mr SJ Mkhwanazi Tel No: (013) 766 0992 |
| <u>NOTE</u> | : | 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. |
| <u>POST 38/64</u> | : | <u>DIRECTOR: BURSARY SCHEMES, LEARNERSHIPS & INTERNSHIP REF NO: W6/354</u> |
| <u>SALARY</u> | : | R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | 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. 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.
- DUTIES** : Manage internal bursaries including the co-ordination of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Manage external bursaries including the co-ordination of a provincial bursary committee and the management of bursary administration. Manage the co-ordination of an external bursary forum and the monitoring of external bursaries. Manage the recruitment of bursars. Manage the co-ordination of internship and learnership programmes. Manage the recruitment of graduates for internship programmes as well as internal and external learners for learner-ship programmes. Align provincial human resource development plans with relevant SETA's. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity.
- ENQUIRIES** : Ms V Francis Tel No: (013) 766 5264
- NOTE** : 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.
- POST 38/65** : **DIRECTOR: HR PROVISIONING REF NO: W6/355**
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- 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.
- 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 sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. 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 costing and 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

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| | : | implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- 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. |
| <u>ENQUIRIES</u> | : | Mr JS Ndala Tel No: (013) 766 5508 |
| <u>NOTE</u> | : | 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. |
| <u>POST 38/66</u> | : | <u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: W6/356</u> |
| <u>SALARY</u> | : | R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | An appropriate SAQA recognised Bachelor's 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. Extensive appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. 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. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. 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. |
| <u>DUTIES</u> | : | Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. 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. |
| <u>ENQUIRIES</u> | : | Ms TF Ntuli Tel No: (013) 766 5438 |
| <u>NOTE</u> | : | 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.

POST 38/67

: **DIRECTOR: OFFICE OF THE HOD REF NO: W6/357**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

CENTRE

: Head Office, Mbombela

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. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. 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.

DUTIES

: Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES

: Ms LH Moyane Tel No: (013) 766 5111

NOTE

: 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.

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| <u>POST 38/68</u> | : | <u>PRINCIPAL: MST ACADEMY REF NO: W6/358</u> |
| <u>SALARY</u> | : | R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Bachelor of Science degree (Mathematics, Physics/Chemistry or Technology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised post graduate qualification in Mathematics, Physics or Chemistry will serve as an added advantage. Valid driver's license. 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. |
| <u>DUTIES</u> | : | Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably. |
| <u>ENQUIRIES</u> | : | Mr. ER Nkosi Tel No: (013) 766 0918 |
| <u>NOTE</u> | : | 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. |
| <u>POST 38/69</u> | : | <u>DIRECTOR: DISTRICT MANAGEMENT REF NO: W6/359</u> |
| <u>SALARY</u> | : | R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. |
| <u>CENTRE</u> | : | Ehlanzeni District Office, Kanyamazane |
| <u>REQUIREMENTS</u> | : | An appropriate SAQA recognised Bachelor's 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. 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.

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
NOTE**

: Ms JT Dlamini Tel No: (013) 766 0508
 : 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.

OTHER POSTS

POST 38/70

: **DEPUTY DIRECTOR: DEPARTMENTAL DEBT AND REVENUE REF NO: W4/218**

SALARY

: R849 702 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
 : An undergraduate qualification (NQF 7/6) or equivalent qualifications as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Knowledge of SCOA will be an added advantage. Valid driver's license.

DUTIES

: Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts and revenue. Monitor the debt account. Make proposals to management in regard to management of debts. Prepare progress reports on the status of debt and debt clearing for management. Recommend debt write offs and possible black-listing. Develop revenue enhancement strategies. Execute HR performance management.

**ENQUIRIES
NOTE**

: Mr. D Shipalana Tel No: (013) 766 5298
 : 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 DPSSA SMS competency assessment tools.

POST 38/71 : **DEPUTY DIRECTOR: TRANSFORMATION REF NO: W4/219**

SALARY : R849 702 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

DUTIES : This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.

ENQUIRIES : Ms. P Moosa Tel No:(013) 766 5520

NOTE : 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 DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools.

POST 38/72 : **ASSISTANT DIRECTOR: COMPLIANCE AUDITS REF NO: W4/220**

SALARY : R444 036 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience In the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

DUTIES : Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

ENQUIRIES : Mr. QW Mbuyane Tel No: (013) 766 5884

POST 38/73 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: W4/221**

SALARY : R444 036 per annum

CENTRE : Head Office, Mbombela

REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid driver's license.

DUTIES : Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/74 : **ASSISTANT DIRECTOR: HR BENEFITS PROJECTS REF NO: W4/222**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

DUTIES : Develop, co-ordinate, monitor and review Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.

ENQUIRIES : Ms. F Khosa Tel No:(013) 766 5501

POST 38/75 : **ASSISTANT DIRECTOR: INTERNAL CONTROLS REF NO: W4/223**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience in the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.

DUTIES : Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.

ENQUIRIES : Mr. SJ Sifunda Tel No:(013) 766 5293

POST 38/76 : **ASSISTANT DIRECTOR: CONDUCT MANAGEMENT REF NO: W4/224**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Labour Relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour Relations environment. Knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

- DUTIES** : Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and conclusive management of all matters pertaining to Employee behaviour (educators and officials). Liaise with the South African Council for Educators I.r.o. the above. Provide related management information. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters.
- ENQUIRIES** : Mr TS Ngomane Tel No: (013) 766 5033
- POST 38/77** : **ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT REF NO: W4/225**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
- DUTIES** : This role is responsible for managing staff performance and executing management function regarding warehouse-and internal stock control management services. Deal with the provisioning of a warehouse. Manage all internal/ external procurement functions. Deal with all stock and loss control issues. Manage staff. Perform management functions.
- ENQUIRIES** : Mr. DJ Mashaba Tel No:(013) 766 5117
- POST 38/78** : **ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: W4/226**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
- DUTIES** : Manage Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Manage Asset Acquisition Planning including the development of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Manage the safeguarding and protection of assets. Identify surplus, obsolete and underperforming assets, evaluate disposal alternatives and develop a disposal plan. Manage the valuation of assets, the depreciation of assets and maintenance assets plan. Manage the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.
- ENQUIRIES** : Mr. DJ Mashaba Tel No: (013) 766 5117
- POST 38/79** : **ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES REF NO: W4/227**
- SALARY** : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Archival Studies or Public Management/Administration, plus 3 years' relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course. Valid driver's license.
- DUTIES** : Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the

maintenance of a records classification system for paper based- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/80 : **ASSISTANT DIRECTOR: SYSTEM CONTROL REF NO: W4/228**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.

DUTIES : Manage, co-ordinate and control the system aspects of BAS and the Entity Register, including capturing and maintenance of new segment details, parameters, rules, security profiles and entities. Formulate departmental System Control procedures and or policies. Manage the monitoring of the BAS network. Manage and co-ordinate the provision of BAS training. Interact with other financial and project managers on related issues. Execute HR performance management.

ENQUIRIES : Ms. NM Mbiba Tel No: (013) 766 5066

POST 38/81 : **ASSISTANT DIRECTOR: TRANSFORMATION REF NO: W4/229**

SALARY : R444 036 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA Human Resource Management/Public Management or equivalent qualification. Minimum of 3 years' relevant experience in transformation management environment. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Knowledge of Change Management processes, Diversity Management, Project Management and Policy Development. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Presentation skills, Problem solving skills, Report writing skills. Computer literacy is essential. Valid driver's license. Communication skills, Conflict Management skills.

DUTIES : Manage staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Ensure proper management of affirmative action measures, Employment Equity and advancement of the historically disadvantaged individuals. Co-ordinate Employment Equity programmes including the Employment Equity Committee. Manage the development of Employment Equity Plan and ensure the reporting to the Department of Employment and Labour. Champion the departmental programme on transformation issues. Advise senior management on implementation of Cabinet decision to improve representation of people with disabilities and females at senior management level. Facilitate and analyse the alignment of employment policies, practices, procedure and programmes to support to support the implementation of transformation imperatives.

ENQUIRIES : Ms. P Moosa Tel No: (013) 766 5520

POST 38/82 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: W4/230**

SALARY : R444 036 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : B.Comm Degree or equivalent appropriate finance-related qualification recognised by SAQA, with Financial Accounting as a major subject, plus a minimum of 3 years appropriate experience. Proven experience in the field of Asset Management. Competencies: Thorough understanding of asset 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 : Will be responsible for the establishment and overall management of the district Asset Management component and functions, which include all decentralised aspects of movable asset management, immovable asset management and asset control. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/83 : **ASSISTANT DIRECTOR: HR STAFFING REF NO: W4/231**

SALARY : R444 036 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

ENQUIRIES : Mr MP Nkosi Tel No:(017) 801 5077

POST 38/84 : **ASSISTANT DIRECTOR: HR BENEFITS REF NO: W4/232**

SALARY : R444 036 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.

ENQUIRIES : Ms M Masilela Tel No : (013) 947 1816

POST 38/85 : **ASSISTANT DIRECTOR: HR STAFFING REF NO: W4/233**

SALARY : R444 036 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.

DUTIES : Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816

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|----------------------------|---|---|
| POST 38/86 | : | <u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: W4/234</u> |
| <u>SALARY</u> | : | R444 036 per annum |
| <u>CENTRE</u> | : | Ehlanzeni District Office, Kanyamazane |
| <u>REQUIREMENTS</u> | : | An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters. |
| <u>ENQUIRIES</u> | : | Ms JT Dlamini Tel No : (013) 766 0508 |
| POST 38/87 | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: W4/235</u> |
| <u>SALARY</u> | : | R444 036 per annum |
| <u>CENTRE</u> | : | Ehlanzeni District Office, Kanyamazane |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license. |
| <u>DUTIES</u> | : | Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services. |
| <u>ENQUIRIES</u> | : | Ms JT Dlamini Tel No : (013) 766 0508 |
| POST 38/88 | : | <u>INTERNAL AUDITOR: COMPLIANCE AUDITS REF NO: W4/236</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years' practical experience. Proven internal audit skills. Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA. |
| <u>DUTIES</u> | : | Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction |
| <u>ENQUIRIES</u> | : | Mr. QW Mbuyane Tel No: (013) 766 5884 |
| POST 38/89 | : | <u>SENIOR ADMIN OFFICER: GG TRANSPORT REF NO: W4/237</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Extensive knowledge and proven ability |

i.r.o. the required functions. Proven management skills in the field of government owned transport services. Sound knowledge of the Road Transport Act and transport policies. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.

DUTIES : Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles and administer the budget allocated for transport. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with and conduct regular inspections. Ensure monthly inspections of vehicles in all offices. Liaise with the Department of Public Works, Roads and Transport and Government garage on transport related matters. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Ms. NP Matshimane Tel No:(013) 766 5165

POST 38/90 : **SENIOR ADMIN OFFICER: OFFICE ADMINISTRATION REF NO: W4/238**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives and report writing skills. Proven computer literacy and user experience (Microsoft Office package). Valid driver's license.

DUTIES : Manage, co-ordinate and monitor central accommodation and office administration services, including the maintenance of facilities and equipment and the administration and control of rentals diverse accounts. Compile and review policies and procedures regarding the administration processes of the section. Manage the effective execution of regular inspections of leased and government owned buildings and compile reports to managers. Train, give guidance and supervise staff. Execute HR performance management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/91 : **SENIOR ADMIN OFFICER: OFFICE AUXILIARY SERVICES REF NO: W4/239**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate 3-year qualification as recognised by SAQA in Archival Studies/ Records Management or Public Management/Administration, plus 3 years' appropriate experience. Proven successful completion of an electronic records management course or the National Archives and records services management course and experience in the field of paper based records. Good interpersonal, organisational and communication skills. Valid driver's license.

DUTIES : Establish and maintain a records management unit. Supervise the implementation of a records management strategy and related records management action plans. Manage the maintenance of a records classification system for paper based- and electronic records. Implement systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the safekeeping of all records as well as the administration of all related matters in regard of non-decentralised documents and records. Co-ordinate and control the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage the maintenance of all allocations of file-/document reference numbers requested by officials according to the approved classification system. Provide access to information in terms of the Promotion of Access to information Act 2000. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/92 : **SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: W4/240**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and

verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

DUTIES : Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

ENQUIRIES : Mr. NM Mathebula Tel No: (013) 766 5755

POST 38/93 : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT REF NO: W4/241**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

DUTIES : Co-ordinate and manage provisioning administration and internal stock control services for the Department in accordance with policy and delegations. Execute HR Performance Management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/94 : **STATE ACCOUNTANT: BOOKKEEPING REF NO: W4/242**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

DUTIES : Manage and report on all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Execute HR performance management.

ENQUIRIES : Ms. NM Mbiba Tel No:(013) 766 5066

POST 38/95 : **STATE ACCOUNTANT: GENERAL EXPENDITURE REF NO: W4/243**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.

DUTIES : Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.

ENQUIRIES : Ms. PE Gwebu Tel No:(013) 766 5461

POST 38/96 : **STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: W4/244**

SALARY : R376 413 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years'

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| | | relevant experience. Competencies: Sound knowledge of PERSAL, BAS, PFMA, Treasury Regulations as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures and the methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, report writing and problem solving skills. Sound interpersonal and management skills. Proven computer literacy. Sound knowledge and understanding of the Standard Chart of Accounts (SCOA) will be an advantage. A valid driver's license will be an added advantage. |
| <u>DUTIES</u> | : | Centrally co-ordinate and control all salary account matters. Analyse salary Accounts, process journals and general payments and claims. Clear PERSAL Interface exceptions on BAS and do the mapping of cheques on BAS. Deal with the identification/recovery/writing off of salary debts, the administration of debt route forms and salary- and salary debt accounts, as well as salary fraud. Re-calculate tax and issue manual IRP5's. Prepare and finalise the closure of salary files. Recall irregular PERSAL Electronic Fund Transfers (EFT). Prepare submissions and reports related to the work field. Execute HR performance management. |
| <u>ENQUIRIES</u> | : | Mr. A Ueckermann Tel No: (013) 766 5449 |
| <u>POST 38/97</u> | : | <u>SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: W4/245</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management. |
| <u>ENQUIRIES</u> | : | Mr MP Nkosi Tel No: (017) 801 5077 |
| <u>POST 38/98</u> | : | <u>STATE ACCOUNTANT: BUDGET REF NO: W4/246</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage. |
| <u>DUTIES</u> | : | Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management. |
| <u>ENQUIRIES</u> | : | Mr MP Nkosi Tel No: (017) 801 5077 |
| <u>POST 38/99</u> | : | <u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: W4/247</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation. |

- DUTIES** : Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
- ENQUIRIES** : Mr MP Nkosi Tel No: (017) 801 5077
- POST 38/100** : **DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: W4/248**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
- DUTIES** : Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
- ENQUIRIES** : Ms JT Dlamini Tel No: (013) 766 0508
- POST 38/101** : **LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: W4/249**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
- DUTIES** : Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
- ENQUIRIES** : Ms JT Dlamini Tel No: (013) 766 0508
- POST 38/102** : **SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/250**
- SALARY** : R376 413 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
- DUTIES** : Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination the creation and

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| | : | promotion of a healthy and supportive working environment the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management. |
| <u>ENQUIRIES</u> | : | Ms JT Dlamini Tel No: (013) 766 0508 |
| <u>POST 38/103</u> | : | <u>STATE ACCOUNTANT: BUDGET REF NO: W4/251</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Ehlanzeni District Office, Kanyamazane |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage. |
| <u>DUTIES</u> | : | Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management. |
| <u>ENQUIRIES</u> | : | Ms JT Dlamini Tel No: (013) 766 0508 |
| <u>POST 38/104</u> | : | <u>HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE REF NO: W4/252</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Bohlabela District Office, Bushbuckridge |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license. |
| <u>DUTIES</u> | : | Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices. |
| <u>ENQUIRIES</u> | : | Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892 |
| <u>POST 38/105</u> | : | <u>JOB ANALYST: WORK STUDY AND JOB EVALUATION REF NO: W4/257</u> |
| <u>SALARY</u> | : | R376 413 per annum |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications related to the field. Minimum of 2 years' relevant experience in Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license. |
| <u>DUTIES</u> | : | Provide support in regard of job analysis, job description and job design. Develop pro forma job descriptions for occupational groups with similar work content. Provide work study support services. |
| <u>ENQUIRIES</u> | : | Mr. B Pillay Tel No: (013) 766 5302 |
| <u>POST 38/106</u> | : | <u>CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: W4/253</u> |
| <u>SALARY</u> | : | R308 154 per annum |
| <u>CENTRE</u> | : | Head Office, Mbombela |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and |

training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Mr. NM Mathebula Tel No: (013) 766 5755

POST 38/107 : **CHIEF PROVISIONING ADMIN CLERK: DEMAND MANAGEMENT REF NO: W4/254**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound interpersonal relations. Excellent communication skills. Supervisory and training skills. Computer literacy. A valid driver's license will be an added advantage. Excellent report writing skills.

DUTIES : Conduct needs assessment. Determination of specifications. Check needs against available budget. Do a market analysis. Deal with all centralized aspects of Demand Management.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/108 : **CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT REF NO: W4/255**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Valid driver's license. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.

DUTIES : Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.

ENQUIRIES : Mr. DJ Mashaba Tel No: (013) 766 5117

POST 38/109 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/256**

SALARY : R308 154 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management/Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of related HR Policies and practices. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise the administration of all new employment matters and re-instatement of salaries in regard of the non-decentralised files and records. Supervise and monitor the administration of all promotions, transfers and rank translations as well as the administration of all acting appointments in regard of the non-decentralised files and records. Supervise and co-ordinate the administration of the employment of interns as well as the administration of all freezing of salaries and vacating of posts in regard of the non-decentralised files and records. Monitor and manage the maintenance of valid employment records on files and on PERSAL. Train and supervise staff and execute HR performance management. Develop capacity in regard of the above.

ENQUIRIES : Ms BK Khumalo Tel No: (013) 766 5529

POST 38/110 : **CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: W4/258**

SALARY : R308 154 per annum
CENTRE : Dipaliseng Circuit Office, Balfour
REQUIREMENTS : Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. 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.

ENQUIRIES : Ms HK Motau Tel No: (017) 801 5196

POST 38/111 : **CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: W4/259**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Supervise the rendering of administration and support services in regard of execution of stocktaking, submission of stocktaking reports and compiling and updating stock inventories. Supervise loss control, and the implementation of the Disposal Plan. Execute internal control inspections. Train and supervise staff. Execute HR Performance Management.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/112 : **CHIEF PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT REF NO: W4/260**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound understanding of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Computer literacy. Supervisory and training skills. A valid driver's license will be an added advantage.

DUTIES : Supervise all aspects of tenders and procurement including contracts, the collection of quotations, orders, purchases and the processing of requisitions. Observe procurement norms and the LOGIS System. Train and supervise staff.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/113 : **PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: W4/261**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.

DUTIES : Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records records on files and on PERSAL. Provide related management information services. Train and supervise staff.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/114 : **PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: W4/262**

SALARY : R308 154 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

DUTIES : Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with

losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077

POST 38/115 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/263**

SALARY : R308 154 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Manage, co-ordinate and monitor the administration of all new employment matters including reinstatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816

POST 38/116 : **PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: W4/264**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/117 : **PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: W4/265**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Manage, co-ordinate and monitor the administration of all new employment matters including reinstatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/118 : **PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: W4/266**

SALARY : R308 154 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.

DUTIES : Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 38/119 : **SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/267**

SALARY : R308 154 per annum

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| <u>CENTRE</u> | : | Ehlanzeni District Office, Kanyamazane |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential. |
| <u>DUTIES</u> | : | Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. |
| <u>ENQUIRIES</u> | : | Ms JT Dlamini Tel No: (013) 766 0508 |
| <u>POST 38/120</u> | : | <u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: W4/268</u> |
| <u>SALARY</u> | : | R308 154 per annum |
| <u>CENTRE</u> | : | Bohlabela District Office, Bushbuckridge |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential. |
| <u>DUTIES</u> | : | Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. |
| <u>ENQUIRIES</u> | : | Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892 |
| <u>POST 38/121</u> | : | <u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: W4/269</u> |
| <u>SALARY</u> | : | R308 154 per annum |
| <u>CENTRE</u> | : | Bohlabela District Office, Bushbuckridge |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential. |
| <u>DUTIES</u> | : | Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. |
| <u>ENQUIRIES</u> | : | Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892 |
| <u>POST 38/122</u> | : | <u>TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT REF NO: W4/270</u> |
| <u>SALARY</u> | : | R308 154 per annum |
| <u>CENTRE</u> | : | Bohlabela District Office, Bushbuckridge |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 2 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance |

with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.

DUTIES

: Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.

ENQUIRIES

: Ms A Mashile Tel No: (013) 766 7441, Ms T Shakwane Tel No: (013) 766 7892