

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200. Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwvn3xDFCSub8>
- FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathswa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
- CLOSING DATE** : 26 June 2025
- 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. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

MANAGEMENT ECHELON

- POST 19/245** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: Y1/001**
- SALARY** : R1 741 770 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge

and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Condition: Appointment will be subject to competency assessment. 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

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES

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

POST 19/246

: **DIRECTOR: DISTRICT MANAGEMENT REF NO: Y1/003**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE

: Bohlabela District Office, Bushbuckridge

REQUIREMENTS

: 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

: Mr CS Manyabeane Tel No: (013) 766 5317

POST 19/247

: **DIRECTOR: HR DEVELOPMENT REF NO: Y1/004**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: 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: In depth knowledge of government policies (PSR, MTEF etc.).

Sound understanding and insight into the programmes and priorities of government. Sound understanding of human resource development in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as human resource prescriptions and processes. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. 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 : Plan, develop and maintain a workplace skills development strategy. Develop and review an integrated HRD Policy and Plan with reference to the following: ensure sufficient funds are available for training and oversee the analysis of training needs. Manage the implementation of personal development plans. Manage and monitor the presentation of short courses, seminars and workshops. Oversee the conducting of orientation sessions for registered service providers. Manage the evaluation of training. Manage and co-ordinate all processes for bursaries. Manage the assistance in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Manage the development of Public Service Staff (PSS) through training and education.

ENQUIRIES : Mr JS Ndala Tel No: (013) 766 5508

POST 19/248 : **DIRECTOR: HR PROVISIONING REF NO: Y1/005**

SALARY : R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE : Head Office, 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 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.

ENQUIRIES

: Mr JS Ndala Tel (013) 766 5508

POST 19/249

: **DIRECTOR: LEGAL SERVICES REF NO: Y1/006**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: 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. Extensive credible experience in the rendering of reliable legal advisory services with regard to all legal matters. Competencies: In depth knowledge and understanding of all legislation related to the Public Service, the education sector, labour law and related legislation and the interpretation thereof. Sound knowledge and insight into the development of provincial education and training legislation. Ability to provide sound advice to all line managers on legal matters. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical

frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. 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 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 and oversee the rendering of all legal advisory and litigation services to the Department. Manage and co-ordinate the development and maintenance of provincial education and training legislation, including conducting of research on legislation and case law, the drafting of Notices and Court documents and dealing with appeals for the Executive Authority. Manage and assist with the interpretation of legislation and regulations. Co-ordinate the administering of legislation concerning statutory bodies. Manage the liaison with the State Attorney and the State Law Advisors. Manage the monitoring of compliance, including negotiation of contracts, the compilation of interpretative guidelines for contracts and service level agreements as well as a contract management manual and compliance manuals on relevant procedures, the compilation of quarterly needs analysis reports as well as impact analysis reports, the conducting of legal research and the publishing of articles on legal services issues to keep the Department on track. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. 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.

ENQUIRIES

: Mr CS Manyabeane Tel No: (013) 766 5317

POST 19/250

: **DIRECTOR: STRAT PLANNING & CO-ORDINATION REF NO: Y1/007**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: 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. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong

team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers 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

: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. 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 Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr MD Mtembu Tel No: (013) 766 5124

POST 19/251

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Y1/008**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE

: Head Office, 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. Sound knowledge of the relevant frameworks including Public Finance Management Act (PFMA), Preferential Procurement Policy Framework, Financial Regulations and Public Service procurement procedures. In-depth knowledge of policies, systems, processes, procedures and best practices in the areas of Procurement, Tenders, Contract Management & Administration, Store/Inventory Management, Logistics and Asset Management. 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 and give strategic direction to the Supply Chain Management Unit. Ensure compliance, implementation and maintenance of Public Finance Management Act (PFMA) and PPPFA in the responsible areas of activity. Serve as an organizational purchasing key driver in executing the Preferential Procurement Policy Framework. Drive the deployment of organizational sourcing/procurement strategy and related strategic initiatives. Implement, evaluate and improve organisational Procurement policies, systems, processes, procedures and best practices within the relevant framework in achieving mission effectiveness, operational efficiency and improved service delivery. Identify, investigate, select and develop appropriate sources of supply and solution providers. Oversee corporate procurement activities, administration of tender processes, contract management/administration, store/inventory, logistics, security, archiving and auxiliary office support functions. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Contribute to the strategic directions of the organisation. Pro-actively build sound relationship with key stakeholders and clients/customers including suppliers/service providers. Empower staff within the component by coaching, developing and skill-transfer.

ENQUIRIES

: Ms TF Ntuli Tel No: (013) 766 5438

OTHER POSTS

POST 19/252

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT UNIT REF NO: Y1/009**

SALARY

: R1 059 105 per annum, an all-inclusive remuneration package.. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in the relevant field, minimum of 3 years proven experience in the field of Security Management. Competencies: Thorough understanding of security 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

: Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-

		ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the SSA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.
<u>ENQUIRIES</u>	:	Mr CS Manyabeane Tel No: (013) 766 5317
<u>POST 19/253</u>	:	<u>CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: Y1/014</u>
<u>SALARY</u>	:	R1 196 262 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.
<u>DUTIES</u>	:	Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Ms JH Matukane Tel No: (013) 766 5293
<u>POST 19/254</u>	:	<u>ADMINISTRATIVE SUPPORT & CO-ORDINATION SERVICES: ADMINISTRATIVE SUPPORT, MEC'C OFFICE REF NO: Y1/016</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification plus 3 years relevant experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal / written).
<u>DUTIES</u>	:	Manage the administrative activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are

classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

<u>ENQUIRIES</u>	:	Ms DS Mthombothi Tel No: (013) 766 5555
<u>POST 19/255</u>	:	<u>DEPUTY DIRECTOR: BOOKKEEPING REF NO: Y1/017</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Cost Management or equivalent qualification plus 3 years relevant experience. Extensive 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). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of 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. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonored Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 19/256</u>	:	<u>DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT REF NO: Y1/018</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to

		<p>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.</p>
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Commerce or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.
<u>DUTIES</u>	:	Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Ensure that effective Bid Administration is achieved through compilation of bid documentation, notification and invitation of bids/quotations proposals and submitting the bid evaluations to the Bid Adjudication Committee. Ensure that effective acquisition of goods and services are accomplished based on the Just-In-Time principle. Ensure effective Contract Administration including monitoring and evaluating the contractors' adherence to the contract agreement. Ensure the finalization of all audit inquiries. Provide support with inventory control and risk management. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438
<u>POST 19/257</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES REF NO: Y1/019</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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>CENTRE REQUIREMENTS</u>	:	Gert Sibande District Office, Ermelo
	:	An undergraduate qualification (NQF 7/6) 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. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and

services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 19/258 : **DEPUTY DIRECTOR: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION REF NO: Y1/020**

SALARY : R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS : Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations / Labour Law or equivalent qualification plus a minimum of 3 years relevant experience in a Labour Relations environment. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with grievances and disputes. Credible experience in representing the employer at dispute resolution forums. Proven negotiation skills. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent networking skills. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES : Manage the grievance and dispute resolution Unit. Promote and administer sound dispute resolution and -prevention mechanisms. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive grievance and dispute resolution service. Identify the needs for improved grievance and dispute resolution 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. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.

ENQUIRIES : Mr HA Ngwenya Tel No: (013) 766 5429

<u>POST 19/259</u>	:	<u>DEPUTY DIRECTOR: HR SERVICES REF NO: Y1/021</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	:	Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/260</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Y1/022</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with

		<p>incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.</p>
<u>DUTIES</u>	:	<p>Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.</p>
<u>ENQUIRIES</u>	:	<p>Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725</p>
<u>POST 19/261</u>	:	<p><u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: Y1/023</u></p>
<u>SALARY</u>	:	<p>R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. 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.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Head Office, Mbombela</p>
	:	<p>B Degree or Equivalent in Real Estate or Property Management. Five (5) years' relevant post-qualification (after completing qualification) experience. Strong policy development-, research and analytical skills. Knowledge of statistical research methods. Ability to collate detailed information. Strategic planning, organisational and problem solving skills. Well developed financial and project management skills. Well developed written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal and networking skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.</p>
<u>DUTIES</u>	:	<p>Direct and manage the implementation of property administration functions. Manage land affairs and Immovable Asset Register. Manage leases. Manage Municipal Accounts. Manage use of utilities. Execute HR performance management.</p>
<u>ENQUIRIES</u>	:	<p>Ms JH Matukane Tel No: (013) 766 5293</p>
<u>POST 19/262</u>	:	<p><u>QUANTITY SURVEYOR PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: Y1/015</u></p>
<u>SALARY</u>	:	<p>R761 157 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Head Office, Mbombela</p>
	:	<p>Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' relevant post-qualification (after completing</p>

		qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.
<u>ENQUIRIES</u>	:	Ms JH Matukane Tel No: (013) 766 5293
<u>POST 19/263</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMMES (EHWP) REF NO: Y1/024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Nkangala District Office, KwaMhlanga
	:	An appropriate National Diploma (NQF 6) as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes, as well as employee assistance programmes. Strong policy development and analytical skills. Proven management skills. 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. Strong ability to liaise at all levels. Good problem solving skills. Proven project management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and monitor the implementation of policy, delegations, systems, practices and grievance procedures required for the provision of comprehensive assistance, care and support programmes to employees in the workplace. Manage the provision of care and support to employees infected with and affected by HIV/AIDS. Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/264</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Izimbali Combined Boarding School, Amsterdam
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/265</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/026</u>
<u>SALARY</u>	:	R582 444 per annum

<u>CENTRE REQUIREMENTS</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/266</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/027</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Thaba Cheuw Boarding School, Mashishing
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/267</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/058</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 per annum
	:	Gert Sibande District Office, Ermelo
	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services.

		Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/268</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/059</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/269</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/061</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Thaba Cheuw Boarding School, Mashishing
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/270</u>	:	<u>ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT REF NO: Y1/062</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.
<u>DUTIES</u>	:	Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and

departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 19/271 : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**
REF NO: Y1/063

SALARY : R468 459 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

DUTIES : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725

POST 19/272 : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**
REF NO: Y1/064

SALARY : R468 459 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

DUTIES : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination

of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

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

POST 19/273 : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT REF NO: Y1/065**

SALARY : R468 459 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

DUTIES : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

ENQUIRIES : Mr TZ Magoane Tel No: (013) 766 7410

POST 19/274 : **ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT REF NO: Y1/066**

SALARY : R468 459 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: 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 drivers license.

DUTIES : Manage and ensure the implementation of policies, delegations, systems and practices required for the efficient, equitable and conclusive management of all matters pertaining to incapacity/ /inefficiency (officials) and incapacity (educators), as well as employee behaviour (educators and officials). Manage and co-ordinate the investigation of disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Manage the creation and maintenance of database and PERSAL records in regard of misconduct and incapacity. Provide related management information. Develop capacity in relation to the management of incapacity and misconduct throughout the district system.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725

POST 19/275 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: Y1/067**

SALARY : R468 459 per annum
CENTRE : Gert Sibande District Office, Ermelo

<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Communication/Marketing as recognised by SAQA or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: Understanding of the education legislative framework. Management skills. Computer literacy and good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license.
<u>DUTIES</u>	:	Manage the rendering of all district communication services. Manage and co-ordinate the development and maintenance of good relations with the media, and co-ordinate district production and publication matters. Co-ordinate the development and maintenance of good relations between the department and it's internal and external publics. Participate in relevant Media Forums.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/276</u>	:	<u>ASSISTANT DIRECTOR: HIV/AIDS IN THE WORKPLACE REF NO: Y1/069</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) in the relevant field as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience in the field. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Strong policy development and analytical skills. Proven management skills. Good understanding of project management. 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>	:	Develop, 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 promotion of a healthy and supportive working environment, the encouragement of voluntary testing, counselling, 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 PD Mhlanga Tel No: (013) 766 5555
<u>POST 19/277</u>	:	<u>RESEARCHER: RESEARCH REF NO: Y1/071</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	MST Academy, Emalahleni
<u>REQUIREMENTS</u>	:	An appropriate recognised Honors degree backed by a BSC degree or equivalent in Mathematics, Physics or Chemistry as well as at least seven years relevant experience. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Sound knowledge and experience in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Experience in statistical techniques for collecting, organising, analysing and interpreting of data. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Well-developed verbal and written communication skills. Good organisational and planning skills. Valid driver's license.
<u>DUTIES</u>	:	Support the manager of the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Interact with the line manager, districts and schools to determine research needs. Promote access to and the effective utilisation of resources. Maintain a research data base of information, including records of all research projects, resources and reference materials available. Assist with the provision of relevant and timely empirical data. Collect, analyse and interpret data, and assist with the writing, presentation and publication of reports. Establish and maintain national and

		international partnerships with universities, other Research Units, other Government Departments and NGOs.
<u>ENQUIRIES</u>	:	Mr I Zitha Tel No: (013) 766 5671
<u>POST 19/278</u>	:	<u>RISK OFFICER: RISK MANAGEMENT REF NO: Y1/072</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. 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.
<u>DUTIES</u>	:	Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption.
<u>ENQUIRIES</u>	:	Mr MEM Bhembe Tel No: (013) 766 5431
<u>POST 19/279</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS ADMINISTRATION REF NO: Y1/074</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resources management and administration. 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.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review policy, delegations systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, including salaries and hourly remuneration, benefits and compensation as well as the maintenance of detailed personnel records, both on file and on PERSAL. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters. Provide related management information.
<u>ENQUIRIES</u>	:	Ms F Khoza Tel No: (013) 766 5501
<u>POST 19/280</u>	:	<u>CHIEF WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/073</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/281</u>	:	<u>ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/076</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ezakheni Boarding School, Driefontein

<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration plus sufficient credible experience with specific reference to bookkeeping and financial administration. Relevant National Diploma (NQF6) as recognised by SAQA will be an added advantage. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/282</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: Y1/077</u>
<u>SALARY</u>	:	R325 101 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 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.
<u>DUTIES</u>	:	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 on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 19/283</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/078</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<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' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

<u>POST 19/284</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/079</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<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' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 19/285</u>	:	<u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/080</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) 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, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/286</u>	:	<u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/081</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) 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, counselling, 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 M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/287</u>	:	<u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/173</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus sufficient credible experience. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/288</u>	:	<u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/174</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) in Human Resource Management / Public Management as recognised by SAQA or equivalent qualification plus a minimum of 3 years experience in HRM administration. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 19/289</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/082</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<u>DUTIES</u>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/290</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/083</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Thaba Cheuw Boarding School, Mashishing
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<u>DUTIES</u>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/291</u>	:	<u>WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/084</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 741

DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	24 June 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be

considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. 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 the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 14 of 2025 dated 25 April 2025, the post of Operational Manager Nursing Grade 1 (PN-B3): Operating Theatre (Lydenburg Hospital, Ehlanzeni District) with Ref No.: MPDOH/Apr/25/43 with the closing date of 16 May 2025, has been withdrawn.

OTHER POSTS

POST 19/292 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/JUNE/25/112**

SALARY : R1 348 635 - R1 494 765 per annum
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2025). A minimum of ten (10) years' appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environments including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as the National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Must be able to work under pressure, cope with the high workload and be willing to manage the hospital after hours.

DUTIES : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at

local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 19/293 : **OPERATIONAL MANAGER NURSING (PN-B3): MARTENITY REF NO: MPDOH/JUNE/25/113**

SALARY : R693 096 – R789 861 per annum
CENTRE : Lydenburg Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills

		including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 19/294</u>	:	<u>CONTROL NETWORK CONTROLLER REF NO: MPDOH/JUNE/25/114</u>
<u>SALARY</u>	:	R468 459 per annum, (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in ICT / IT as recognized by SAQA with three (3) years' experience directly related to the duties and responsibilities specified. Knowledge and Skills: Working knowledge of Windows Server 2016-2022, Active Directory, MS Exchange Server 2016/2019 and Microsoft Office Suites plus M365. Experience in working within the ITIL Framework for Incident, Problem, Change, or Service Experience in the design, planning, and implementation of a Training and Support service. Good Communication and business analysis abilities; Good project management abilities; Sound problem solving abilities. Knowledge of other computing technologies like open-source systems is an added advantage.
<u>DUTIES</u>	:	To provide ICT solutions in the Department that support Business objectives in terms of Systems & Applications, ICT Infrastructure services, and Client user support. Training to staff members on IT related matters. To analyze and implement Health Systems. To analyze; develop, support in-house systems and implement special projects. To analyze and ensure that PEIS systems is fully implemented.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote retrospectivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

<u>CLOSING DATE</u>	:	23 June 2025
<u>NOTE</u>	:	Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the

DPSA website and a detailed CV only, Failure to comply with the above instructions will lead to automatic disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Applications must be sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered. Please note the following: All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury, website: <http://treasury.mpg.gov.za> The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

<u>POST 19/295</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: MPT 10/2025 (X2 POSTS)</u> Directorate: Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Head Office, Mbombela Minimum three years of a Bachelor's Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/Commerce with a minimum of 3 years' experience in accounting/bookkeeping/analytics/compiling of financial statements. Completed articles with a registered accounting firm will be an added advantage. Valid driver's licence. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and report writing skills. Planning, organising and analytical skills. Knowledge of PFMA, Treasury Regulations and related frameworks. Knowledge of IFRS and GRAP. Knowledge of financial systems and financial management.
<u>DUTIES</u>	:	Facilitate the implementation of National Treasury prescripts and approved accounting standards. Assess and report on the quality of interim and annual financial statements. Analyze the clearing of monthly control accounts for Provincial Departments. Review the implementation of National Treasury instruction notes for departments, public entities and municipalities. Prepare consolidated financial statements for departments and public entities. Prepare an audit file to support the consolidated Annual Financial Statements (AFS).
<u>ENQUIRIES</u>	:	Mr DJ Sibiyi Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT10@mpg.gov.za
<u>POST 19/296</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL SYSTEMS TRAINER REF NO: MPT 11/2025</u> Directorate: Interlinked Financial Systems
<u>SALARY CENTRE</u>	:	R582 444 per annum (Level 10) Head Office, Mbombela

<u>REQUIREMENTS</u>	:	Minimum three years of a National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Public Administration/Information Systems/Information Technology/Human Resource Management with a minimum of three (3) years' functional work experience in Transversal systems (PERSAL, LOGIS, BAS, Vulindlela or Business Process Automations). Train the Trainer Certificate. Moderator and Assessor Certificate. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking, report writing, analytical, presentation, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Knowledge of assessment of assignments/tests, moderation of assessments. Designing training programmes/interventions.
<u>DUTIES</u>	:	Render support services to all provincial Transversal Systems users. Facilitate and coordinate Transversal systems training. Assess and moderate assignments/tests for all trainees/users on Transversal Systems. Monitoring compliance with prescribed legislation, policies, and guidelines relating to all applicable procedures. Providing support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations.
<u>ENQUIRIES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT11@mpg.gov.za
<u>POST 19/297</u>	:	<u>SENIOR DATA TECHNOLOGIST: CYBER SECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT12/2025</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Head Office, Mbombela Minimum three years of a Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science/Cybersecurity. Minimum 3 years of experience in Cybersecurity/or Cloud Services Administration. Microsoft Certified: Identity and Access Administrator Associate certification or Microsoft Certified: Azure Administrator Associate certification will be an added advantage. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<u>DUTIES</u>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist Departments in the execution of security logs management, monitoring, security analysis, event correlation, vulnerability management, impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT12@mpg.gov.za