

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

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

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 17 May 2018
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

MANAGEMENT ECHELON

- POST 17/65** : **DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY REF NO: M3/020**
- SALARY** : An all-inclusive remuneration package of R948 174 per annum. The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A degree at NQF level 7 with Mathematics / Science / Technology as major subjects or a degree at NQF level 7 with curriculum management as major subject, and mathematics / science / technology included as major subjects in the initial teaching qualifications (Diploma at NQF Level 6) or post graduate qualification, plus a minimum of 5 years' experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing mathematics, science and technology education as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of maths, science and technology. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising

and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES

: Promote the development and implementation of curriculum and programmes for mathematics, science and technology curriculum in the General- and Further Education and Training band. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for Mathematics, Science and Technology (MST). Ensure the effective delivery of policy, programmes and systems for MST in the GET band and MST in the FET band. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES

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

NOTE

: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. This is a re-advertisement of Post Ref. No: M1/001 previously advertised in the website of the DPSA on 16 February 2018. Interested applicants should re-apply.

OTHER POSTS

POST 17/66

: **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M3/021**

SALARY

: R453 246 per annum

CENTRE

: Bethal Circuit Office, Bethal

REQUIREMENTS

: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES

: Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject

improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097.
NOTE : This is a re-advertisement of Post Ref. No: K12/175 previously advertised in the website of the DPSA on 29 September 2017. Interested applicants should re-apply.

POST 17/67 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M3/022**

SALARY : R453 246 per annum
CENTRE : Sikhulile Circuit Office, Kanyamazane
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

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

NOTE : This is a re-advertisement of Post Ref. No: K12/181 previously advertised in the website of the DPSA on 29 September 2017. Interested applicants should re-apply.

POST 17/68 : **SENIOR EDUCATION SPECIALIST: MATHEMATICS REF NO: M3/023**

SALARY : R367 773 per annum
CENTRE : Moretele PDC, Moretele
REQUIREMENTS : An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE.

DUTIES : Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters.

ENQUIRIES : Ms M Masilela, Tel No: (013) 947 1788 (SES – Mathematics).
NOTE : This is a re-advertisement of Post Ref. No: K11/106 previously advertised in the website of the DPSA on 25 August 2017. Interested applicants should re-apply.

POST 17/69 : **SENIOR EDUCATION SPECIALIST: ELECTRICAL/ELECTRONIC REF NO: M3/024**

SALARY : R367 773 per annum
CENTRE : Witbank PDC, KwaMhlanga
REQUIREMENTS : An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. A relevant trade and or practical experience in industry will be a recommendation. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE.

DUTIES : Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters. Assist educators in maintaining equipment and workshops at schools.

ENQUIRIES : Ms M Masilela, Tel No: (013) 947 1788 (SES - Electrical Technology).
NOTE : This is a re-advertisement of Post Ref. No: K11/110 previously advertised in the website of the DPSA on 25 August 2017. Interested applicants should re-apply.

POST 17/70 : **SENIOR EDUCATION SPECIALIST: LEARNING MATTERS REF NO: M3/026**

SALARY : R367 773 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Valid driver's license. Registration with SACE.

Recommendations: Training in Educational Psychology and or Education Psychometrics as well as Education Psychology and or Education Psychometrics included as subjects in either the initial teaching qualification or post graduate qualifications. A relevant postgraduate qualification. Experience in the education of learners with learning problems.

DUTIES

: Facilitate the development and implementation of individual programmes for learners experiencing learning problems as well as for gifted learners. Implement curriculum programmes. Implement policy on remedial education. Facilitate community based remedial centers and inclusive education.

ENQUIRIES

: Mr TZ Magoane, Tel No: (013) 766 7410.

NOTE

: This is a re-advertisement of Post Ref. No: K11/143 previously advertised in the website of the DPSSA on 25 August 2017. Interested applicants should re-apply