

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:*

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex.
- FOR ATTENTION** : Mr G Mathebula, HR Provisioning
- CLOSING DATE** : 16 November 2023
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B and C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

**MANAGEMENT ENCHELON**

- POST 38/263** : **DIRECTOR: HR PROVISIONING REF NO: V5/254**
- SALARY** : R1 162 200 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 subsystem. 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 appropriate policy, systems, management- 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. Manage the risk register for the Directorate.

**ENQUIRIES**

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

**POST 38/264**

: **DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT REF NO: V5/255**

**SALARY**

: R1 162 200 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  
 : Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Five (5) years' experience as a middle manager. Computer literate. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS

level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances including the preparation of financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. 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 KM Mathebula Tel No: (013) 766 5645

#### **OTHER POSTS**

- POST 38/265** : **DEPUTY DIRECTOR: BUDGET REF NO: V5/256**
- SALARY** : R811 560 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 Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Extensive knowledge of the PFMA, the MTEF budgeting system, the Division of Revenue Act and the BAS System. Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding budget 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. 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.
- DUTIES** : Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable management of the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Interact with other financial and project managers on budget issues. Manage the collection of revenue. Execute HR performance management.
- ENQUIRIES** : Ms TF Ntuli Tel No: (013) 766 5438
- POST 38/266** : **ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: V5/257**
- SALARY** : R687 879 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.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the

preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

**ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5645

**POST 38/267** : **EXAM SECURITY AND RISK MANAGER: EXAM SECURITY AND RISK MANAGEMENT REF NO: V5/259**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : National Diploma (NQF6) as recognised by SAQA in Security-/Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Computer literacy. Valid driver's license. In depth knowledge of examination related matters will be a strong recommendation. Appointment will be subject to the completion of a vetting / screening process.

**DUTIES** : Develop and implement an exams risk management plan. Determine security arrangements in the marking centres as well as in the transport of question papers and scripts. Liaise with departmental Security Manager, Department of Safety and Security, the Systems Controller/Administrator and the irregularities component to ensure safety of question papers to avoid crises situations. Assist in disciplinary hearings on exams irregularities and advise on safety measures to be implemented. Assist in the screening and vetting of employees before/during employment. Ensure safety of documentation, files, equipment and materials. Assess and advise on the effectiveness of security systems, procedures and measures in place.

**ENQUIRIES** : Mr KMA Maremane Tel No (013) 766 5589

**POST 38/268** : **WORKS INSPECTOR: WORKS INSPECTIONS REF NO: V5/260**

**SALARY** : R241 485 per annum  
**CENTRE** : Bohlabela District Office, Bushbuckridge  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

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