



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions as set out below.

CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL

Salary: R 431 265 p.a.

Requirements: 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. Proof of 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.

Duties: 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.

Post Ref No V6/270 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

HOSTEL SUPERINTENDENT: BOARDING SCHOOL

Salary: R 424 104 p.a.

Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration and 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.

Duties: 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.

Post Ref No V6/271 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL

Salary: R 294 321 p.a.

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Requirements: An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration plus 3 years experience. 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.

Duties: 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.

Post Ref No V6/272 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL

Salary: R 241 485 p.a.

Requirements: Grade 12 certificate. 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.

Duties: 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.

Post Ref No V6/273 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

ADMIN CLERK: PUBLIC SCHOOL

Salary: R 202 233 p.a.

Requirements: Grade 12 certificate. A valid driver's license. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy.

Duties: Render financial administration support services, including the collection of funds, banking, managing the financial books etc. Render logistical administration support services, including the control of assets, the administration of stores and the control of stock e.g. cleaning materials. Render HR administration support services, including payroll verification, and dealing with enquiries and correspondence related to employment, remuneration, service benefits and conditions of service. Render general administration support services, including typing, filing, reception and switchboard duties. Deal with the collection, duplication and distribution of information and documents. Maintain records and management information. Deal with arrangements for meetings, travelling and catering etc. Process queries.

Post Ref No V6/274 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

PROVISIONING ADMIN CLERK: SEN SCHOOL / BOARDING SCHOOL

Salary: R 202 233 p.a.

Requirements: Grade 12 certificate. A valid driver's license may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Strong administration skills. Sound interpersonal relations. Good planning and organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render financial administration support services, including the collection of school funds, banking,

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managing the financial books etc. Render logistical administration support services, including the control of assets, the administration of school stores and the control of stock e.g. cleaning materials. Render general institutional administration support services.

Post Ref No V6/275 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

DRIVER/MESSENGER: BOARDING SCHOOL

Salary: R 171 537 p.a.

Requirements: Grade 10 certificate and a valid driver's license plus PDP. Good driving skills. Good interpersonal and communication skills, also in English. Ability to solve problems related to standard procedures.

Duties: Provide safe transport services between the Boarding school and Circuit/District office/service provider. Serve as a courier of goods and items between the Departmental storing facilities/offices/ service providers and the hostel or admin offices of the Boarding school. Assist with the up-loading and distributing of delivered goods and with other support services assigned by designated supervisor. Perform errands.

Post Ref No V6/276 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

GENERAL FOREMAN: SEN SCHOOL / BOARDING SCHOOL

Salary: R 171 537 p.a.

Requirements: Grade 10 certificate. Valid driver's license. Competencies: Sound knowledge of gardening. Basic knowledge of electricity, plumbing, carpentry and welding. Basic maintenance and repair skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to perform accurately and methodically under pressure. Basic supervisory skills. Sound leadership qualities.

Duties: Ensure that all equipment and facilities eg. buildings, grounds, gardens, drainage systems, water- and power installations as well as vehicles are fully maintained, repaired and kept tidy. Do minor repairs to facilities, vehicles and equipment. Attend to complaints from users of facilities. Supervise general support staff. Train and develop general support staff. Render transport duties e.g. transport learners to church, sports and cultural activities. Execute administrative tasks related to the above.

Post Ref No V6/277 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

HOUSEKEEPING SUPERVISOR: SEN SCHOOL / BOARDING SCHOOL

Salary: R 171 537 p.a.

Requirements: Grade 10 certificate. Valid driver's license may be required. Computer literacy may serve as a recommendation. Competencies: Advanced cooking and housekeeping skills. Basic First Aid knowledge. Sound financial administration skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Self motivated with a strong sense of responsibility. High level of neatness and punctuality. Innovative thinking and problem solving skills. Good planning and organising skills. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills. Sound interpersonal relations. Ability to work in a team. Basic supervisory skills.

Duties: Plan and oversee the preparation and serving of meals. Cook meals utilising recipes and menus. Ensure that the hygiene of the hostel, kitchen facilities etc. is of an outstanding standard. Ensure that boarders receive the correct food portions, both in terms of size and nutritional value. Keep records accurately and do stock control. Plan and delegate duties and supervise the performance of hostel assistant staff. Train and develop hostel assistant staff. Assist with hostel and school functions. Provide guidance to students. Assist with general control in respect of the discipline and morale in the hostel. Assist with the personal development and support of students. Render First Aid assistance to sick or injured students.

Post Ref No V6/278 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

CHILD CARE ASSISTANT: SEN SCHOOL / BOARDING SCHOOL

Salary: R 147 036 p.a.

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- Requirements:** Grade 10 certificate. The ability to guide and practically assist children in hostels with maturity, patience and sensitivity. Must be able to work shifts.
- Duties:** Supervise learners in the classroom and in hostels and provide educator/learner support. Render physical support and assistance to children residing in hostels, including practical assistance with regard to meals, learning and leisure activities. Render practical assistance with the general needs of hostel learners. Assist with the safe keeping of learner's medication. Special Schools: Render physical assistance and support with bathing, eating, dressing, brushing teeth and all other activities for learners with severe intellectual disabilities who reside in hostels. Assist with activities of daily living (such as bathroom activities). Ensure constant supervision to prevent injuries to learners including after hour check-ups. Assist learners with accessing therapeutic and medical treatment offered at the school. Support learners in the usage of supportive devices, e.g. wheelchairs, hearing aids, etc.

Post Ref No V6/279 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

CLEANER: SEN SCHOOL / BOARDING SCHOOL

Salary: R 125 373 p.a.

- Requirements:** A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Competencies: Basic knowledge of the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
- Duties:** Clean buildings, facilities and other institutional structures as required. Assist with the loading, unloading, dispatching and taking of stock.

Post Ref No V6/280 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

FOOD SERVICES AID: BOARDING SCHOOL

Salary: R 125 373 p.a.

- Requirements:** A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Competencies: Basic knowledge of food preparation, the serving of food and the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
- Duties:** Peel vegetables. Assist with the preparation of food and beverages. Lay and clear tables. Serve food and beverages. Render dish washing duties. Clean kitchen and dining room surfaces, furniture and appliances as well as hostel facilities as required.

Post Ref No V6/281 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

GENERAL STORES ASSISTANT: SEN SCHOOL / BOARDING SCHOOL

Salary: R 125 373 p.a.

- Requirements:** A minimum of AET level 4 (Grade 9) qualification. Appropriate work knowledge in regard of the core duties may serve as a recommendation. Competencies: Basic numeracy skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.
- Duties:** Assist with the loading, off-loading, receipt and delivery of stores and stock. Assist with stocktaking and distribution of stock. Assist with the rendering of a photocopying service. Provide support function regarding maintenance of machines. Perform errands.

Post Ref No V6/282 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

GROUNDSMAN: SEN SCHOOL / BOARDING SCHOOL

Salary: R 125 373 p.a.

Requirements: A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. A qualification in gardening/ plumbing/ carpentry/ electricity may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of garden maintenance techniques, equipment and the application thereof. Basic maintenance and repair skills. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.

Duties: Maintain buildings, facilities, drainage systems and other institutional structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrain. Assist with cleaning/ household duties.

Post Ref No V6/283 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

LAUNDRY AID: SEN SCHOOL / BOARDING SCHOOL

Salary: R 125 373 p.a.

Requirements: A minimum of AET level 4 (Grade 9). Appropriate work knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of the functionality, capabilities and limitations of relevant laundering equipment, materials, methods and application. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate communication skills. Sound interpersonal relations. Ability to work in a team. Ability to work under pressure.

Duties: Render laundering duties in regard of clothes, linen and other textiles, including the receipt of dirty laundry, the washing, drying, ironing and sorting thereof, as well as the handing out of clothes. Apply effective control in regard of the receipt and handing out of clothes. Clean the laundry facility both inside and outside.

Post Ref No V6/284 - Mkhondo Combined Boarding School, Mkhondo East

Enquiries: Ms HK Motau, Tel (017) 801 5009 / Ms NG Motau, Tel (017) 801 6002

APPLICATIONS:

Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at www.mpumalanga.gov.za/education/, **select the Vacancies icon**. 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 all qualifications, proof of registration with a relevant Professional Body (if applicable) and RSA ID-document, as well as valid driver's license on or before the day of the interview following communication from the relevant HR section of the Department. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document.** A complete set of application documents (CV and latest Z83 form) 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.

NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.

Applications for advertised posts in the Gert Sibande District


FOR DELIVERY BY MAIL

The District Director
Gert Sibande District
Attention: HR Provisioning

FOR DELIVERY BY COURIER

Section: HR Provisioning,
De Jager Street 2, Ermelo.

ENQUIRIES

Mr. Xolani Hlatshwayo
 (017) 801 5226
Ms HK Motau

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Private Bag x 9029
Ermelo
2350

(A container for hand-delivered applications will be placed with the HR Registry, but will be removed on **Wednesday 20 March 2024 at 16h00**)

☎ (017) 801 5009
Ms NG Motau
☎ (017) 801 6002

NOTE:

*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 filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

***To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

*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.

*Candidates recommended for appointment 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 advert, applicants must assume that their application was not successful.

CLOSING DATE:

The closing date for the receipt of all applications is **16:00 on Wednesday 20 March 2024**. No applications received by the Directorate: HR Provisioning (D/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.