

HRM CIRCULAR NO 25 OF 2024

ADVERT SUPPORT STAFF POSTS IN OFFICES ENTRY LEVEL POSTS, HEAD OFFICE, DISTRICT OFFICES AND CIRCUIT OFFICES

The procedures for applications please refer to the Departmental website at www.mpumalanga.gov.za/education/ (select the Vacancies icon) Office of the Premier, Mpumalanga Province website www.mpumalanga.gov.za and Mpumalanga Department of Education

Applications should be mailed to: The Head of Department, Mpumalanga Department of Education, Private Bag x 11341, Nelspruit, 1200, For attention: Mr. J Ngomane / Ms. SL Mkhathshwa / Ms. SR Ndzinisa/ Mr. X Sifunda

Alternatively, applications for posts in Offices can also be e-mailed to the following e-mail addresses:

Head Office posts: Posts.ho@mpuedu.gov.za
Gert Sibande District posts: Posts.grs@mpuedu.gov.za
Nkangala District posts: Posts.nka@mpuedu.gov.za
Ehlanzeni District posts: Posts.ehl@mpuedu.gov.za
Bohlabela District posts: Posts.boh@mpuedu.gov.za

NB: NO HAND DELIVERY

Closing Date Thursday 18 July 2024 at 16h00.

The Department reserves the right to withdraw any of the posts advertised due to internal processes.

RECOMMENDED / NOT RECOMMENDED:

For the advertisement of level 5 posts as per the attached HRM Circular No. 25 of 2024.


MR. JS NDALA
CHIEF DIRECTOR: HR MANAGEMENT

26/06/2024
DATE

APPROVE/ NOT APPROVE


MRS. TF NTULI
CHIEF FINANCIAL OFFICER

28/06/2024
DATE



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

DEPARTMENT OF EDUCATION

PRIVATE BAG X11341
MBOMBELA 1200

2024 -06- 28

Riverside Complex (Building 5 LG)
HUMAN RESOURCE HEAD OFFICE
MPUMALANGA PROVINCE

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

ACCOUNTING CLERK: BUDGET

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Assist with the administration of the district budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Administer the collection of revenue as prescribed.

Post Ref No W2/073 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

ACCOUNTING CLERK: BUDGET

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Assist with the administration of the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports.

Post Ref No W2/074 - Head Office, Mbombela

Enquiries: Mr. SW Nkoala, Tel (013) 766 5329

ACCOUNTING CLERK: GENERAL EXPENDITURE

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

Post Ref No W2/075 - Gert Sibande District Office, Ermelo

W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/076 - Nkangala District Office, KwaMhlanga

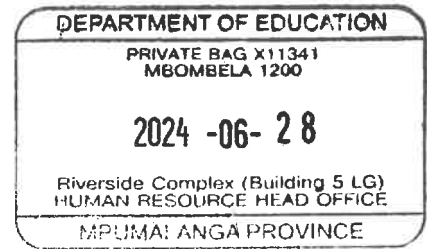
Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/077 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/078 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



ACCOUNTING CLERK: INTERNAL & DATA CONTROL

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Deal with district internal and data control matters, including source document control, batch control, monitoring of relevant suspense accounts and auditing of transmission payments to Section 21 schools. Assist with audit exercises.

Post Ref No W2/079 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/080 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

ACCOUNTING CLERK: SALARIES

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Administer central salary matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., and paysheet control.

Post Ref No W2/081 - Head Office, Mbombela

Enquiries: Ms. EB Lukhele, Tel (013) 766 5442

ACCOUNTING CLERK: SALARIES

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant

W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

information on existing systems and provide this information when required. Process queries.

Post Ref No W2/082 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

ACCOUNTING CLERK: SALARY ACCOUNTS

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: Render financial administration services related to any of the following: Salaries-, Salary Accounts-, Internal and Data control-, General Expenditure- and/or Budget administration. Maintain and capture relevant information on existing systems and provide this information when required. Process queries.

Post Ref No W2/083 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/084 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

ACCOUNTING CLERK: SYSTEM CONTROL

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate, preferably with Accountancy as passed subject. Competencies: Ability to work correctly with figures. Sound interpersonal- and communication skills. Ability to work under pressure. Computer literacy.

Duties: This role is responsible to provide financial clerical support and the control of finances. Capture data. Maintain database. Verify payments. Maintain information. Process queries.

Post Ref No W2/085 - Head Office, Mbombela

Enquiries: Ms. NM Mbiba, Tel (013) 766 5066

ADMIN CLERK: GG TRANSPORT

Salary: R 216 417 p.a.

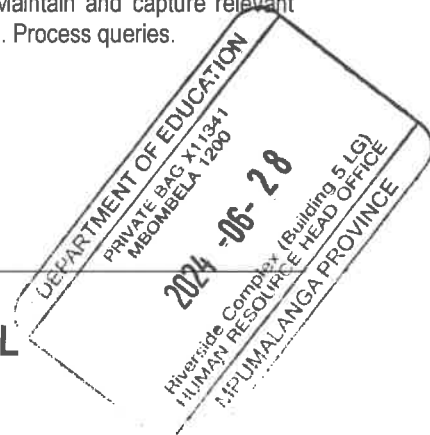
Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good organisational skills. Appropriate verbal and written communication skills. Valid driver's license is required. Computer literacy.

Duties: Administer the provisioning of Government transport, subsidised transport and scholar transport. Administer the provisioning and payment of security services. Maintain related records and management information.

Post Ref No W2/086 - Head Office, Mbombela

Enquiries: Ms. NP Matshimane, Tel (013) 766 5165

ADMIN CLERK: GG TRANSPORT



Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy. Valid driver's license will be an advantage.

Duties: Render diverse administrative support services pertaining to transport-, security- and auxiliary services in accordance with policy and delegations. Administer services i.r.o GG transport, subsidised transport and scholar transport. Administer the provisioning of security services. Administer other auxiliary services. Capture data and maintain database. Provide clerical support.

Post Ref No W2/087 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/088 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

ADMIN CLERK: INFRASTRUCTURE PLANNING

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Ability to meet deadlines. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy in regard of all MS Office applications. Appropriate office administration experience may be an advantage.

Duties: Render administration and support services in regard to the execution of all meetings and functions for the sub-directorate and compile minutes. Administer all logistic arrangements as required by the Manager. Maintain administration systems and registers and provide information as required pertaining to infrastructure planning. Execute general administration tasks for infrastructure reporting and monitoring.

Post Ref No W2/089 - Head Office, Mbombela

Enquiries: Mr. DJ Magagula, Tel (013) 766 5147

ADMIN CLERK: INFRASTRUCTURE PLANNING

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer all matters pertaining to resource planning-, resource management-, and management information services within the MTEF. Administer physical resources. Process registration of institutions. Operate strategic education and training management information systems. Capture data and maintain database. Provide clerical and typing support.

Post Ref No W2/090 - Nkangala District Office, KwaMhlanga

Enquiries: Ms M Masilela, Tel (013) 947 1816

ADMIN CLERK: OFFICE ADMINISTRATION



Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy. A valid drivers license will be an advantage

Duties: Render central accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for telephones and diverse accounts. Process queries.

Post Ref No W2/091 - Head Office, Mbombela

Enquiries: Ms. NP Matshimane, Tel (013) 766 5165

ADMIN CLERK: OFFICE ADMINISTRATION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Render district accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for labour saving devices, telephones and diverse accounts. Process queries.

Post Ref No W2/092 - Nkangala District Office, KwaMhlanga

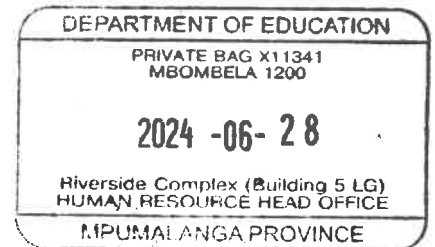
Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/093 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/094 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



ADMIN CLERK: PUBLIC EXAMINATIONS

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy.

Duties: Administer all matters pertaining to public examinations at district level. Execute examination preparations. Administer exam material. Organise transport regarding other exam material and scripts. Process queries.

Post Ref No W2/095 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/096 - Nkangala District Office, KwaMhlanga

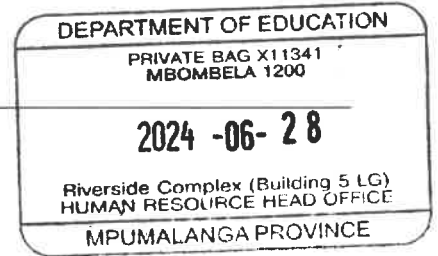
Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/097 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/098 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



ADMIN CLERK: RESEARCH

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. A relevant tertiary qualification will be an added advantage. Competencies: Good interpersonal-, verbal and written communication skills. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: The successful candidate will be responsible for attending to special requests and assist with stocktaking as well as administration, bar-coding and item capturing of library material. He/she will also be responsible for shelving, repairing of wornout books, processing of library material, packing and unpacking of library material, loading boxes and assisting with basic administrative tasks.

Post Ref No W2/099 - MST Academy, Emalahleni

Enquiries: Mr. I Zitha, Tel (013) 766 5671

ADMIN CLERK: RISK AND ETHICS MANAGEMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Strong administration skills. Innovative thinking and problem solving skills. Ability to perform accurately and methodically under pressure. Ability to meet deadlines. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Good filing and record keeping skills. Appropriate verbal and written communication skills. Ability to interpret directives. Computer literacy in regard of all MS Office applications. Appropriate office administration experience may be an advantage.

Duties: Render administration services pertaining to all aspects of risk management services. Capture relevant information on a database which will serve as a risk register. Handle all logistical arrangements for workshops regarding risk management awareness. Maintain filing system. Process queries.

Post Ref No W2/100 - Head Office, Mbombela

Enquiries: Mr. MEM Bhembe, Tel (013) 766 5431

ADMIN CLERK: TRANSFORMATION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Proven computer user skills.

Duties: Render diverse administration support services regarding all matters pertaining to the transformation of civil society. Administer transformation-, gender and equity plans. Capture data and maintain database. Provide clerical and typing support.

Post Ref No W2/101 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/102 - Nkangala District Office, KwaMhlanga

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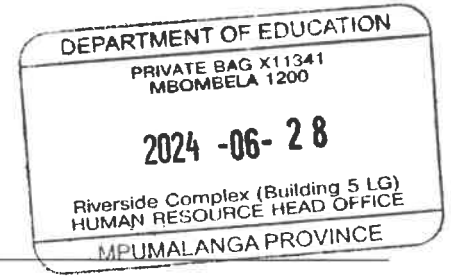
Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/103 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/104 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



EXAM ADMIN CLERK: EXAM ADMINISTRATION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Register candidates for grade 12 national senior certificate including supplementary exams and remarking applicants. Administer the filing of registration forms and promotional schedules. Handle all the printing of mark sheets (Written, Pat, Oral, and SBA). Verify correlation of captured marks against complete computerized SBA mark sheets. Capture final written marks of external exams and generate statements of results. Render quality assurance services in the registration of candidates to ensure compliance. Assist in other exam units during peak periods.

Post Ref No W2/105 - Head Office, Mbombela

Enquiries: Ms. SA Ngomane, Tel (013) 766 5089

EXAM ADMIN CLERK: QUESTION PAPERS AND PRODUCTION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Handle all administrative processes for the printing and production of question papers. Sort, label and pack question papers according to prescriptions. Ensure proper safety of all assessment and examination material in store rooms. Administer the effecting of amendments on question papers and assessment tools as may be required. Administer all development on various subjects and learning areas. Prepare question papers for printing. Do the proof-reading of question paper corrections as well as the typing of question papers and other related materials. Assist in other exam units during peak periods.

Post Ref No W2/106 - Head Office, Mbombela

Enquiries: Ms. SA Ngomane, Tel (013) 766 5089

EXAM ADMIN CLERK: SCRIPT MANAGEMENT AND DISPATCH

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. 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 organisational skills. Appropriate verbal and written communication skills. Computer literacy will be a recommendation.

Duties: Collect, sort and dispatch scripts and question papers. File script and avail materials as the need arises.

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W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

Arrange for the viewing of scripts. Arrange for the dispatch of exam files to and from moderators. Receive, dispatch, file and control scripts. Assist in other exam units during peak periods.

Post Ref No W2/107 - Head Office, Mbombela

Enquiries: Ms. SA Ngomane, Tel (013) 766 5089

GENERAL ADMIN CLERK: UNIT SUPPORT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Sound interpersonal relations. Excellent organisational, verbal and written communication skills. Good filing and record keeping skills. Computer skills. Relevant experience in the field of office administration will be an added advantage.

Duties: Provide a support services for the component(s) in question, including general administrative-, logistical- and typing support services. Arrange meetings and refreshments. Deal with travelling and accommodation arrangements. Order stock and stationary.

Post Ref No W2/108 - Gert Sibande District Office, Ermelo. General Education & Training (GET)

Enquiries: Ms HK Motau, Tel (017) 801 5196

Post Ref No W2/109 - Gert Sibande District Office, Ermelo. Inclusive Education & Curriculum Enrichment

Enquiries: Ms HK Motau, Tel (017) 801 5196

Post Ref No W2/110 - Gert Sibande District Office, Ermelo. Teacher Development & Governance

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/111 - Gert Sibande District Office, Ermelo. Circuit Co-ordination

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/112 - Nkangala District Office, KwaMhlanga. HR Services

Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/113 - Nkangala District Office, KwaMhlanga. Labour Relations

Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/114 - Nkangala District Office, KwaMhlanga. Circuit Co-ordination

Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/115 - Ehlanzeni District Office, Kanyamazane. General Education & Training (GET)

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/116 - Head Office, Mbombela. General Education & Training (GET)

Enquiries: Ms. MN Ledwaba, Tel (013) 766 5821

Post Ref No W2/117 - Head Office, Mbombela. Strategic Planning, Research & Projects

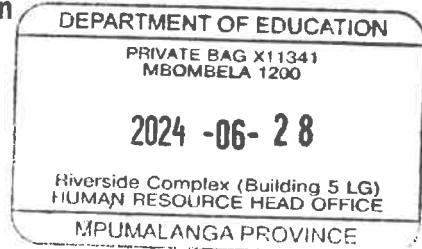
Enquiries: Mr. MD Mtembu, Tel (013) 766 5124

Post Ref No W2/118 - Head Office, Mbombela. MIS & Technology

Enquiries: Ms. M Tebeila, Tel (013) 766 5566

Post Ref No W2/119 - Head Office, Mbombela. Labour Relations

Enquiries: Mr. H Ngwenya, Tel (013) 766 5429



Post Ref No W2/120 - Head Office, Mbombela. Internal Audit

Enquiries: Mr. SJ Sifunda, Tel (013) 766 5293

HR CLERK: HR BENEFITS ADMINISTRATION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer all non-decentralised matters related to HR remuneration, including salaries and hourly remuneration, benefits, allowances and compensation. Maintain detailed personnel records both on file and on PERSAL.

Post Ref No W2/121 - Head Office, Mbombela

Enquiries: Ms. F Khosa, Tel (013) 766 5501

HR CLERK: HR CAREER MATTERS

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

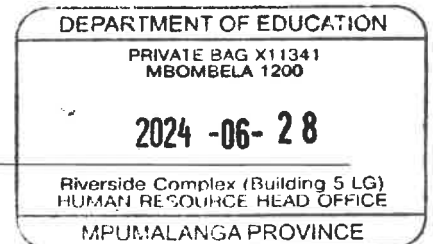
Duties: Administer all decentralised matters related to HR Career Matters, including routine aspects of the HR Performance mgmt- and incentive systems, probation, promotions and transfers, salary adjustments and rank conversions, UIF and hourly remuneration.

Post Ref No W2/122 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/123 - Nkangala District Office, KwaMhlanga

Enquiries: Ms M Masilela, Tel (013) 947 1816



HR CLERK: HR EMPLOYMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer non-decentralised matters related to the employment, promotion and transfer of human resources including the administration of all new employment matters and re-instatement of salaries as well as the administration of all promotions, transfers, rank translations and acting appointments in regard of the non-decentralised files and records. Administer the employment of interns. Deal with the administration of all freezing of salaries and vacating of posts and create and maintain valid employment records on files and on PERSAL.

Post Ref No W2/124 - Head Office, Mbombela

Enquiries: Ms. B Khumalo, Tel (013) 766 5529

HR CLERK: HR EMPLOYMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No W2/125 - Gert Sibande District Office, Ermelo

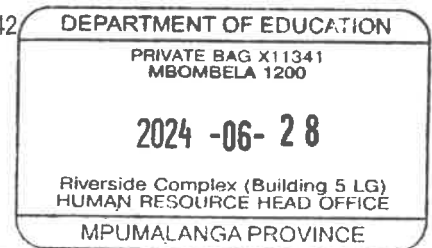
Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/126 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/127 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



HR CLERK: HR ESTABLISHMENT CONTROL

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer and maintain the departmental establishment on PERSAL. Administer the maintenance of the approved institutional structure and the post establishment of institutions in line with the EMIS and PPM database. Implement the annual grading of all principal posts on PERSAL. Provide administrative support with the consolidation of information for provincial vacancy lists, advertisements and all other related HR establishment projects. Administer all related non-decentralised matters.

Post Ref No W2/128 - Head Office, Mbombela

Enquiries: Ms. M Barnard, Tel (013) 766 5547

HR CLERK: HR HOUSING & LEAVE

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No W2/129 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/130 - Nkangala District Office, KwaMhlanga

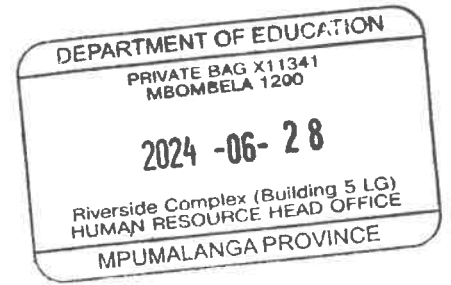
Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/131 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/132 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410



HR CLERK: HR PENSIONS & COMPENSATION

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer pension matters including withdrawals, ill health/retirement applications, debt route forms and the maintenance of correct membership records. Administer compensation matters eg. remunerated overtime, injury on duty and resettlement.

Post Ref No W2/133 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/134 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/135 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

HR CLERK: HR PROVISIONING

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Render HR administration services related to any of the following: HR Provisioning-, HR Employment-, Pension and Compensation-, Housing and Leave-, HR Career Matters and/or PERSAL System Control. Render decentralised HR administration services. Create and maintain valid records on files and on PERSAL. Maintain databases as required. Provide administrative support with the consolidation of HR information.

Post Ref No W2/136 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/137 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/138 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

A handwritten signature in black ink, appearing to be 'M. M. Magoane'.

HR CLERK: HR RECRUITMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Competencies: Good interpersonal-, verbal and written communication skills. Ability to function well under pressure. Capacity to quickly master a diversity of tasks and systems. Computer literacy.

Duties: Administer non-decentralised matters related to the provisioning of human resources in line with strategic HR plans, including all job application related matters, the preparation for selection interviews and the archiving of selection records.

Post Ref No W2/139 - Head Office, Mbombela

Enquiries: Mr. X Sifunda, Tel (013) 766 5267

PROVISIONING ADMIN CLERK: DEMAND & ACQUISITION MANAGEMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. 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.

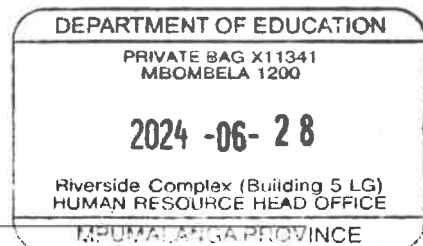
Duties: Render administrative support services pertaining to any of the following: Demand-, Acquisition-, Logistical management-, Security-, Movable and Immovable assets- and/or Asset Control functions. Capture data and maintain databases and systems. Maintain all relevant records and management information. Arrange meetings if so required. Deal with travelling and accommodation arrangements and ordering of stationary where applicable. Provide clerical support and provide information as required.

Post Ref No W2/140 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 5077, Mr M Simelane, Tel (017) 801 5242

Post Ref No W2/141 - Nkangala District Office, KwaMhlanga

Enquiries: Ms M Masilela, Tel (013) 947 1816



PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

Salary: R 216 417 p.a.

Requirements: Grade 12 certificate. Credible and appropriate work experience in the field of financial administration may serve as a recommendation. 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 provisioning administration services, including codification, transit management, receipt and issue of goods. Render stock control services, including postings, evidence registration and delivery obligations.

Post Ref No W2/142 - Head Office, Mbombela

Enquiries: Mr. DJ Mashaba, Tel (013) 766 5117

PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT

W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/162 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

SECRETARY: CHIEF DIRECTOR'S OFFICE

Salary: R 216 417 p.a.

Requirements:

Grade 12 or equivalent certificate plus sufficient appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently.

Duties:

Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

Post Ref No W2/163 - Head Office, Mbombela. Chief Director: Financial Management

Enquiries: Mr. D Shipalana, Tel (013) 766 5298

Post Ref No W2/206 - Head Office, Mbombela. Chief Director: General Education and Training (GET)

Enquiries: Mr. EK Siwela, Tel (013) 766 5922

SECRETARY: DIRECTOR'S OFFICE

Salary: R 216 417 p.a.

Requirements:

Grade 12 or equivalent certificate plus appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Valid driver's license will be an advantage.

Duties:

Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

Post Ref No W2/164 - Bohlabela District Office, Bushbuckridge. Director: District Management

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

SECRETARY: DIRECTOR'S OFFICE



W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

Post Ref No W2/186 - Kwamhlanga S/W Circuit Office, KwaMhlanga

Post Ref No W2/187 - Marapyane Circuit Office, Skilpadfontein

Post Ref No W2/188 - Emakhazeni Circuit Office, Waterval Boven

Post Ref No W2/189 - Siyabuswa 2 Circuit Office, Siyabuswa

Enquiries: Ms M Masilela, Tel (013) 947 1816

Post Ref No W2/190 - Mbombela Circuit Office, Mbombela

Post Ref No W2/191 - Sikhulile Circuit Office, Kanyamazane

Post Ref No W2/192 - Mgwanya Circuit Office, Kanyamazane

Post Ref No W2/193 - Nkululeko Circuit Office, Matsulu

Post Ref No W2/194 - Malelane Circuit Office, Kamhlushwa

Post Ref No W2/195 - Khulangwane Circuit Office, Schoemansdal

Post Ref No W2/196 - Nkomazi East Circuit Office, Kwalugedlane

Post Ref No W2/197 - Nkomazi Central Circuit Office, Kamhlushwa

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No W2/198 - Cottondale Circuit Office, Cottondale Trust

Post Ref No W2/199 - Greenvalley Circuit Office, Acornhoek

Post Ref No W2/200 - Lehukwe Circuit Office, Cuningmoore

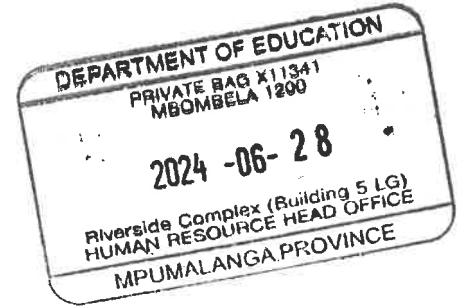
Post Ref No W2/201 - Mkhuhlu Circuit Office, Mkhuhlu

Post Ref No W2/202 - Maviljan Circuit Office, Bushbuckridge

Post Ref No W2/203 - Mashishing Circuit Office, Mashishing

Post Ref No W2/204 - Sabie Circuit Office, Sabie

Enquiries: Mr T Magoane, Tel (013) 766 7410



TELECOM OPERATOR: OFFICE ADMINISTRATION

Salary: R 183 279 p.a.

Requirements: Grade 10/12 certificate. Competencies: Excellent interpersonal and liason skills. Good organisational and verbal communication skills. Computer literacy. Relevant experience may be an advantage.

Duties: Manage the switchboard. Gain knowledge of the Department in order to deal with general queries from the public. Keep record of outgoing private/official calls. Channel calls and messages to appropriate divisions. Maintain internal telephone directory.

Post Ref No W2/205 - Nkangala District Office, KwaMhlanga

Enquiries: Ms M Masilela, Tel (013) 947 1816

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

W2 ADVERT DEPARTMENTAL WEBSITE 20240630 – ONLY SL5 AND BELOW

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 should be mailed to: The Head of Department, Mpumalanga Department of Education, Private Bag x 11341, Nelspruit, 1200, For attention: Mr. J Ngomane / Ms. SL Mkhathswa / Ms. SR Ndzinisa/ Mr. X Sifunda

Alternatively, applications for posts in Offices can also be e-mailed to the following e-mail addresses:

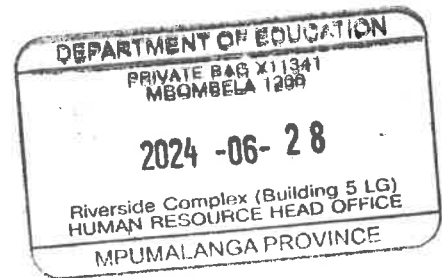
Head Office posts: Posts.ho@mpuedu.gov.za

Gert Sibande District posts: Posts.grs@mpuedu.gov.za

Nkangala District posts: Posts.nka@mpuedu.gov.za

Ehlanzeni District posts: Posts.ehl@mpuedu.gov.za

Bohlabela District posts: Posts.boh@mpuedu.gov.za



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 Thursday 18 July 2024**. No applications received by the Directorate: HR Provisioning (H/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.