To: Deputy Director Generals
   Chief Directors
   District Directors
   Directors Head Office
   CES: Circuit Management
   Circuit Managers
   Heads of Sections
   Principals of all Schools
   All staff members in the KZN Provincial Administration

HRM VACANCY CIRCULAR NO. 51 OF 2019

OFFICE BASED EDUCATOR

1. BACKGROUND

1.1 The National Department of Basic Education has provided a conditional grant to all Provinces. The goal of the grant is to ensure that learners with Severe to Profound Intellectual disabilities access quality public education and support. The purpose of the grant is to provide the necessary support, resources and equipment to identified Care Centers and Special schools for the provision of education to Children with Severe to Profound Intellectual Disabilities.

1.2 All posts advertised in this vacancy circular will also be advertised in the National and Local media, as well as the Department of Public Service and Administration’s Circular of Vacant Posts.

2. GENERAL PRINCIPLES

2.1 This procedure manual is developed within the framework of the Personnel Administrative Measures (PAM) and PELRC Collective Agreement No. 1 of 2010. It replaces all other previous practices and procedure manuals. In this regard the following general Principles must be noted:

2.2 The obligations of the State as the Employer in terms of Sections 195(1)(i) and 197(4) of the Constitution of the Republic of South Africa and ELRC Collective Agreement No.1 of 2010 which includes the following factors:

(a) Public Administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and

...Leading Social Compact and Economic Emancipation
Through a Revolutionary Education for All...
(b) The need to redress the imbalances of the past in order to achieve broad representation
(c) Provincial governments are responsible for the recruitment, appointment, promotion, transfer and
dismissal of members of the public service in their administrations within a framework of uniform
norms and standards applying to the public service.

2.3 The obligations of the employer in terms of section 189 of the Labour Relations Act No 66 of 1995,
as amended and other applicable Lab Legislations.

2.4 The obligation to achieve equality in the workplace in accordance with the provisions of the

3. VACANCIES

3.1 Applications are invited from suitably qualified and experienced persons for appointment to the following
Posts :Chief Education Specialist

4. GENERAL SERVICE REQUIREMENTS.

<table>
<thead>
<tr>
<th>POSTS DESCRIPTION</th>
<th>REQUIRED YEARS OF EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Chief Education Specialist</td>
<td>9 years' experience. Actual educator experience, as well as appropriate experience relevant to the post are taken into account for purposes of appointment at post levels 2 and higher.</td>
</tr>
</tbody>
</table>

CLOSING DATE FOR APPLICATIONS

10. January 2020 at 16h00.
5. **ELIGIBILITY**

5.1 All Professionals that meet the minimum requirements as stipulated in paragraph 4 above.

6. **PROCEDURES FOR SUBMISSION OF APPLICATIONS**

6.1 Applications must be submitted on the attached “Application for Employment Form Z83” obtainable from any Public Service Department and should be accompanied by Curriculum Vitae comprising not more than 2000 words together with certified copies of educational qualifications, Identity document and Driver’s License documents.

6.2 A separate application form (Z83) must be completed for each post applied for.

6.3 All details on the” Application for Employment Form” must be appropriately and/or duly completed or else the application will not be considered.

6.4 Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

6.5 Names and telephone numbers of three referees must be submitted.

6.6 Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. No faxed applications will be considered.

6.7 All applications must be submitted either through postal services or hand delivery to reach the office by not later than 16h00 on the closing date. Applications received after the closing date will not be considered.

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DR E.V. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE: 09/12/2019

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KWAZULU-NATAL DEPARTMENT OF EDUCATION
Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa
Physical Address: 228 Pietermarits Street • NED Building • Pietermaritzburg • 3201
Tel.: +27 33 846 5353 • Email: Princess.Ntshangase @kzn.doe.gov.za=Web: www.kzn.education.gov.za53
Facebook: KZNDOE....Twitter: @DBE_KZN....Instagram: kzn_education....Youtube: kzn.doe
POST: CHIEF EDUCATION SPECIALIST: HIV/AIDS LIFE SKILLS EDUCATION
(3 YEARS FIXED TERM CONTRACT (2 Posts)

DIRECTORATE: SPECIAL NEEDS

LOCATION: HEAD OFFICE, PIETERMARITZBURG

REF. NO. DOE/18/2019

SALARY: R906 282.00 P.A.

REQUIREMENTS: An appropriate recognized Bachelor’s Degree or Diploma (on Social Sciences with specialization in HIV/AIDS or Educational psychology or career /school guidance or inclusive education or child and youth care or special needs education or remedial teaching or public health) plus a teaching qualification. Minimum of nine years teaching experience. At least five years’ experience in learner and teacher support in the field of HIV/AIDS or educational psychology or school /career guidance and counseling or inclusive education or child and youth care or life orientation or social support and counseling or community development. Registration with SACE or proof of registration. Valid driver’s license.


DUTIES: Overall coordination of life skills Programme for Primary schools, Secondary Schools and FET’s in the Province. Ensure that all learners in the Province receive high-quality education regarding Care and support for Teacher and learning. Life Skills Programme and Integrated School Health Programme. Provide in service training for middle management, master trainers and educators. Conduct community dialogues with all stake holders regarding social like learner pregnancy, substance abuse, learner sexual abuse and the spread of HIV/AIDS and also mitigate their impact of schooling. Introduce, strengthen and evaluate life skills, sexual reproductive health education and HIV prevention programmes in all schools. Facilitate the implementation of care and support programmes in schools. Develop and implement Guidelines for educational institutions to be sites of safely, protection and care for children and young people. Give guidance to District coordinators on matters relating on matters relating to care and support for teaching and learning. Life skills programme and integrated school health programme. Ensure adherence to allocated budget. Develop annual...
business plans. Ensure that Conditional grant is properly managed and accounted for. Monitor and evaluate programme implementation and expenditure. Liaise with relevant stakeholders.

ENQUIRIES: Mr. N. Bridglall: Telephone No. 033 033 341 8522

Preference will be given to persons from designated groups including persons with disabilities.

THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU-NATAL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

Directive to Applicants

NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license.

Faxed and e-mailed copies of applications will not be considered.

Failure to comply with the above directives will result in the application not being considered.

Closing date for applications is 10 January 2020

NOTE: • The filling of the posts will be done in terms of the Department’s approved Employment Equity Plan • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

Applications should be sent by post for the attention of: Mr. P.B.V. Ngidi The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, and Pietermaritzburg 3201.
GRIEVANCES AND DISPUTES

Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. N.C Ngcobo at:

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pietermaritz Street
Pietermaritzburg
3200

Telephone No.: 033-846 5402

Fax No.: 0864840680

Email: Charles.ngcobo@kzndoe.gov.za

If the grievances are not resolved, disputes may be lodged with the ELRC for resolution in terms of the ELRC Constitution.