



**TO: HEADS OF DIRECTORATES/DIVISIONS
HEADS OF DISTRICT OFFICES
HEADS OF CIRCUIT OFFICES
PRINCIPALS OF SCHOOLS
ALL MEMBERS OF STAFF IN THE KZN PROVINCIAL ADMINISTRATION**

HRM VACANCY CIRCULAR NO. 26 OF 2019

1. INTRODUCTION

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 and in this regard it is important to note that the Public Service is an Equal Opportunity, Affirmative Action Employer.
- 1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular must be notified, even if they are absent from their normal places of work.

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Certified copies of qualifications, Drivers license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **27 September 2019**, unless otherwise stated.
- 2.2 Applicants must indicate the reference number of the vacancy in their Z83 application forms.


...Championing Quality Education - Creating and Securing a Brighter Future



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Faxed and e-mailed copies of applications will not be considered.
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favorably.



DR E.V. DZAMA

HEAD OF DEPARTMENT: EDUCATION

DATE: 29/08/2019

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz street • NED Building • Pietermaritzburg • 3201

•Web: www.kzneducation.gov.za Facebook: KZNDOE.... Twitter: @DBE_KZN.... Instagram: kzn_education.... YouTube: kzndoe



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

POST: (2 POSTS) ASSISTANT DIRECTOR: HIV/AIDS LIFE SKILLS EDUCATION
(3 YEAR CONTRACT RENEWABLE)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R470 040 p.a. (Salary Level 10)

REFERENCE NO.: DOE/06/2019

REQUIREMENTS: An appropriate B Degree/Diploma with specialization in HIV and AIDS or Educational Psychology or Child and Youth Care/Social Work or Life Orientation or Public Health. Must have at least 5 years working experience in learner and teacher support in the field of HIV and AIDS or Educational Psychology or Child and Youth Care or Life Orientation or Social Support & Counselling or Community Development or Public Health and Code 8 Driver's License.

COMPETENCIES: Knowledge of project management as well as knowledge of the following legislation and policies: DBE National Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Education White Paper 6, PFMA, DORA and Key Strategic Documents of KZNDOE. The following are additional requirements: proven ability to communicate cross culturally with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels. Must be able to apply a sound judgement in dealing with Government officials, other technical programme officials, counterpart and other role-players. Proficiency in the use of computers (Word Processing, Excel and PowerPoint programmes) to allow the incumbent to prepare the required written and spoken English. Knowledge of one or more of the other South African official language will be an advantage.

DUTIES: Facilitate implementation of the following policies and programmes for learners in Public Special Schools: DBE National Policy on HIV and AIDS, STIs and TB, Integrated School Health Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Life Skills HIV and AIDS Education Programme. Capacitate district officials and educators for the effective implementation of the Department's Care and Support for Teaching and Learning, HIV and AIDS Life skills and Integrated School Health Policies and Programmes. Management and Administration of the HIV and AIDS Conditional Grant. Monitoring, support, Evaluation and Reporting on the implementation and the impact of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes.

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz street • NED Building • Pietermaritzburg • 3201

•Web: www.kzneducation.gov.za Facebook: KZNDOE....Twitter: @DBE_KZN....Instagram: kzn_education....YouTube: kzndoe



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Participate in inter-and intra-sectoral networks and collaborations to promote integrated programme delivery. Compile and present programme progress reports. Participate in forums addressing social ills affecting learners. Working collaboratively with Operation Sukuma Sakhe Structures, Sister Departments, Service Providers, Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Performance management, Leadership and Supervision of the HIV and AIDS Conditional Grant Administrative Staff. Train teachers, parents and support staff in early identification and support strategies to manage risky behavior among learners. Develop and implement preventative programmes for the school community to address social barriers that impact on learner attendance, retention and support.

ENQUIRES: Mr. N. Bridglall: Telephone: 033 348 6127

POST: SOCIAL WORKER: SCHOOL SOCIAL WORK SERVICES
(3 YEAR CONTRACT RENEWABLE)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R472 551 p.a. (Grade 4)

REFERENCE NO.: DOE/07/2019

REQUIREMENTS 4 Year Diploma /Degree in Social Work, Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP), Computer Literate-Word, Excel, PowerPoint, report writing and facilitation skills. Three years' experience as a Social Worker. Valid Code 8 Driver's License.

COMPETENCIES: Knowledge of school social work services and programmes for learners attending Public Ordinary and Public Special Schools in line with the National Policy on HIV and AIDS, STI's and TB for learners, Educators, School Support Staff and Officials in all Primary and Secondary Schools in the Basic Education Sector, DBE National Policy Framework on Care and Support for Teaching and Learning, My Life My Future Programme, Education White Paper 6, and Integrated School Health Policies and Programmes.

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz street • NED Building • Pietermaritzburg • 3201

•Web: www.kzneducation.gov.za Facebook: KZNDOE....Twitter: @DBE_KZN....Instagram: kzn_education....YouTube: kzndoe



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

DUTIES:

Train Teachers, parents and support staff in early identification of social, emotional and behavioral barriers. Train teachers, parents and support staff to manage identified learners who experience social, emotional and behavioral barriers. Develop and Implement preventative programmes for learners, parents and School Governing Body's (SGBs) to address social barriers that impact on learner's school attendance, retention and performance. Provide assistance to and training of teachers, parents and SGBs with regard to legislation and the implementation of policies related to child safety, protection and development. Provide specialized social work support to strengthen School Health Teams, District and School based support teams (DBSTs/SBSTs), and Education Support Staff eg. Learner, Support Agents. Provide social work inputs with regard to relevant policy development and reviews, conduct research and gather information to identify trends and needs with respect to social, emotional and behavioral barriers experienced by learners. Participate in inter-and intra-sectoral networks and collaborations to promote integrated programme delivery. Capacitate district officials and educators for the effective implementation of the Department's Care and Support for Teaching and Learning Framework. Compile and present programme progress reports and maintain a caseload database. Participate in forums addressing social ills affecting learners.

ENQUIRES: Mr. N. Bridgall: Telephone: 033 348 6127

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

Applications must be submitted on Form Z83, obtainable from any Public Service Department.

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.

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

Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered.

Closing date for applications is 27 September 2019

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz street • NED Building • Pietermaritzburg • 3201

•Web: www.kzneducation.gov.za Facebook: KZNDOE.... Twitter: @DBE_KZN.... Instagram: kzn_education.... YouTube: kzndoe



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

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, Pietermaritzburg, 3201.

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz street • NED Building • Pietermaritzburg • 3201

•Web: www.kzneducation.gov.za Facebook: KZNDOE....Twitter: @DBE_KZN....Instagram: kzn_education....YouTube: kzndoe