



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr A.B. Zwane

Reference 4/1/2

Date: 03 February 2020

TO: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools

HRM VACANCY CIRCULAR NO. 05 OF 2020

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. Originally certified copies of qualifications, Driver's license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **28 February 2020**, unless otherwise stated.
- 2.2 Please ensure that the full post description and the relevant post reference number on your application.

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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

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- 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. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE: 04/02/2020

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PLEASE NOTE THAT THIS POST IS RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO APPLY

POST: ASSISTANT DIRECTOR: HIV/AIDS LIFE SKILLS EDUCATION (3 YEAR RENEWABLE CONTRACT)
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY: R470 040 p.a. Salary Level 10
REFERENCE NO: DOE/13/2020

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, PFMA, DORA and Key Strategic Documents of KZNDOE. The following are additional requirements: proven ability to communicate cross culturally with 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. 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

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POST : ADMINISTRATIVE OFFICER INFRASTRUCTURE

SALARY : R257508 p.a. (SALARY LEVEL 7)

CENTRE : PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO. : DOE/14/2020

REQUIREMENTS: A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's licence.

DUTIES: Administrative programme and project support with the planning of projects. Preparation of agendas and minutes for meetings. Extract and provide data and information from different systems for use by planning professionals in the directorate. Administrative system and procedures. Develop and maintain administrative systems and procedures for the directorate physical resources planning. Provide guidance on the flow of information and documents to and from the directorate physical resources planning. General administrative support. Prepare all the documents, briefings and presentations regarding administrative matters for the directorate. Verify and follow-up on matters/correspondence received from internal and external stakeholders. Financial resources administration. Provide updated knowledge to staff in the directorate regarding internal financial administrative policies and procedures. Prepare and submit financial claims of the directorate. Human resources administration. Provide updated knowledge and guidance to all staff in the directorate regarding human resources administrative policies and procedures. Prepare and submit all human resources and financial claims of staff in the directorate. Ability to prepare reports, submissions and presentations. Ability to work with people. Ability to meet deadlines and work systematically. Ability to source and interpret information and data. Ability to undertake a risk analysis and undertake a risk mitigation strategy.

ENQUIRES: Mr. A.B. Zwane: Telephone: 033 846 5127

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POST : ADMINISTRATION CLERK INFRASTRUCTURE

SALARY : R173703.00 p.a. (SALARY LEVEL 5)

CENTRE : PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO. : DOE/15/2020

REQUIREMENTS: Grade 12/senior Certificate/Office Administration/Relevant qualification with relevant experience in administration; Computer Literacy (MS Word, Excel, power point), Knowledge of clerical duties, practices as well as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public Services. Ability to maintain confidentiality, Good decision-making skills and analytical skills. Good communication skills (written and verbal). Planning and organising skills

DUTIES: Record, organise, store, capture and retrieve correspondence and data (line function), Update register and statistics, Handle routine enquires, Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Capture and update expenditure in component, Check correct of subsistence and travel claims of officials and submit to Chief Director for approval, Handle telephonic accounts and accounts and petty cash for the component.

ENQUIRES: Mr. A.B. Zwane: Telephone: 033 846 5127

Please note: 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, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

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.

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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.

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

Closing date for applications is 28 February 2020

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.

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.

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.

Kindly bring the contents of this circular to all concerned.

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7. GRIEVANCES AND DISPUTES

7.1 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

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