



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 8465127. Email: Terencekzndoe1@gmail.com

Human Resource Services
Enquiries: Mr K Naidoo
Date 19/07/2022

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

HRM VACANCY CIRCULAR NO 29 OF 2022

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 Kindly note that the following are the posts advertised under this circular:
 - Administrative Officer MST & ICT Directorate

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Closing date for this circular is 23 September 2022 unless otherwise stated.
- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.
- 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.



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- 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 Shortlisted candidates will be required to submit a certified copy of their **ID document**, a **valid driver's licence** (if specified as a job requirements), as well as the highest **relevant educational qualifications**, on or before the day of the interview. Applicants who possess (a) foreign **qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualification Authority (**SAQA**)
- 2.6 Faxed and e-mailed copies of applications will not be considered.
- 2.7 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.
- 2.8 Applications that do not comply with the above instructions shall be disqualified.
- 2.9 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g. Disabled, woman and youth)

MR G.N NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 29/8/22



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POST: ADMINISTRATIVE OFFICER MST & ICT (2 POSTS)
1 YEAR CONTRACT

BRANCH: CURRICULUM DEVELOPMENT

DIRECTORATE: MST & ICT

CENTRE: HEAD OFFICE, PIETERMARITZBURG

NOTCH: R261 372.00 p.a. (SALARY LEVEL 7)

REFERENCE NO.: DOE/18/2022

REQUIREMENTS: A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' work experience inclusive of experience in Public Administration. Computer literate. A valid driver's license.

COMPETENCIES: 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.

DUTIES: General administrative support to MST Conditional Grant administration and utilize Office suite online/on-premise to prepare MST CG reports as required by the directorate. Work with districts officials during smart schools project deployment, undertake sign-offs activities and consumables distribution. Have an ability to use online strategies to collect and analyse responses gathered through online platforms. Organise and facilitate ICT skills capacity building for educators. Prepare reports based on Districts MST&ICT activities and MST monitoring activities. Conduct MST monitoring and support visits to promote resource utilization by schools. Liaise with licensing service providers during the implementation of Microsoft Schools Agreement in schools. Generate MST & ICT directorate planning documents in consultation with the MST & ICT Directorate and other stakeholders. Provide updated reports with regards to the implementation of MST Conditional Grant funded teacher and learner support projects. Ability to make use of spreadsheet applications and other analytics to interpret data/information gathered for the benefit of MST/GET/FET targeted interventions. Work with Curriculum Management (GET and FET) with reference to the capacitation of science and technology teachers on the utilization of science and technology kits. Liaise with internal and external stakeholders with reference to the design and execution of the innovative MST & ICT projects to enhance teaching and learning in MST focus schools.

ENQUIRES: Mr. K Naidoo: (Telephone No.: 033 846 5533)



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

Closing date for applications is 23 September 2022

APPLICATIONS FOR HEAD OFFICE: 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 Pieter Maritz Street, Pietermaritzburg, 3201.

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.

Kindly bring the contents of this circular to all concerned.

3. GRIEVANCES AND DISPUTES

- 3.1** 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

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