

In reply please
quote

Ref. No.



All communications should be addressed to the
SECRETARY to the **COMMISSION** and not to
any individual by name.

KINGDOM OF ESWATINI

TEACHING SERVICE COMMISSION

TELEPHONE: 2404 2491 / 2404 9018 / 2404 9029 / 2404 9091 / 2404 9008

P. O. BOX 976
MBABANE

VACANCY

HEADTEACHER – HIGH SCHOOL

The Ministry of Education and Training invites applications from qualified candidates for appointment to the position of Headteacher – High school for the following school:

- | | | |
|-------------------------------|---|-------------------|
| 1. JOPPA HIGH SCHOOL | - | SHISELWENI REGION |
| 2. LOMAHASHA HIGH SCHOOL | - | LUBOMBO REGION |
| 3. EMPHUMELELWENI HIGH SCHOOL | - | HOOHOO REGION |

Qualification/Experience

The applicant must be in possession of any of the under listed qualification:

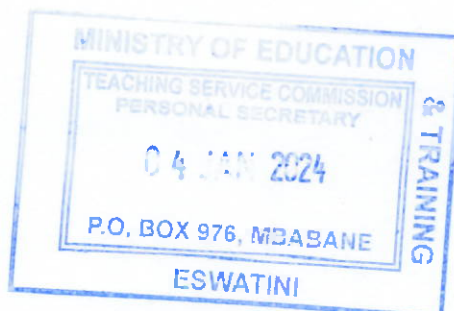
- I. O'Level / IGCE certificate
- II. BA Degree plus P.G.C.E /BEd qualification
- III. Have been a Deputy Headteacher for at least 4 years

Job Specification

Job Summary
Responsible for the smooth running of a school, academic and social achievement of learners as well as the management of staff.

Key Performance Areas

1. Strategic management.
2. Policy Implementation and compliance.
3. Monitoring and evaluation.
4. Budgeting.
5. Discipline and performance management.
6. Stakeholder management.



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Duties and Functional Responsibilities

1. Provide strategic planning, direction and guidance for the school, determining priorities and directing resources accordingly.
2. Monitor and ensure compliance to all educational policies, priorities and targets.
3. Ensure proper planning and presentation of lessons by teachers.
4. Ensure the attainment of the school's mandate through timeous performance management and maintenance of discipline.
5. Ensure that there are adequate resources (human skills, equipment and materials) for the school to fulfil its mandate.
6. Monitor and evaluate the quality of teaching and achievement of all.
7. Oversee the proper admission of learners into the school.
8. Plan and ensure development and maintenance of the school's infrastructure and equipment.
9. Recommend the appointment of Heads of Department and coordinate the appointment of invigilators for external examinations.
10. Prepare the budget for the school and monitor its implementation.
11. Ensure and maintain harmonious working relations between staff, School Committee, Ministry of Education and Training, parents and learners.
12. Ensure a conducive environment for teaching and learning as well as the safety and welfare of learners, teachers and all staff members.
13. Prepare financial and academic reports as required.
14. Oversee the preparation of the school development plan and school timetable.
15. Attend to parents' concerns with academic and social issues relating to learners.
16. Coordinate all staff and committee meetings.
17. Perform any other duties as assigned.

Emoluments

The successful candidates will be paid at Grade D5

Closing date for application

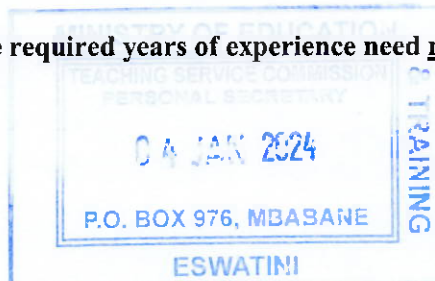
The closing date is **11 JANUARY 2024**

Applications submitted after this day will not be accepted

Applications

Applications together with detailed Curriculum Vitae (CV) should be addressed to: The Executive Secretary, Teaching Service Commission, P. O. Box 976, Mbabane and be submitted to your **Regional Education Offices (REO)**, on or before 1600 (4.00 pm) of the closing date. **Hand delivered at the Regional Education Offices.**

NB: Applicants who do not meet the required years of experience need not to apply.



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P. O. BOX 976
MBABANE

VACANCY

HEADTEACHER – PRIMARY SCHOOL

The Ministry of Education and Training invites applications from qualified candidates for appointment to the position of Headteacher – Primary School for the following school(s):

- | | |
|------------------------------------|-------------------|
| 1. MZACENI PRIMARY SCHOOL | HHOHHO REGION |
| 2. NSALITJE 2 PRIMARY SCHOOL | SHISELWENI REGION |
| 3. MATSENI PRIMARY SCHOOL | MANZINI REGION |
| 4. ENHLANHLENI PRIMARY SCHOOL | HHOHHO REGION |
| 5. NGCOSENI CENTRAL PRIMARY SCHOOL | MANZINI REGION |
| 6. MBANJANE PRIMARY SCHOOL | LUBOMBO REGION |
| 7. PHUMELELA PRIMARY SCHOOL | SHISELWENI REGION |

Qualification/Experience

The applicant must be in possession of the under listed qualification and experience

- I. O'Level or GCE certificate
- II. Primary Teacher's Diploma and BED qualification
- III. Have been a Deputy Headteacher for at least 4 years

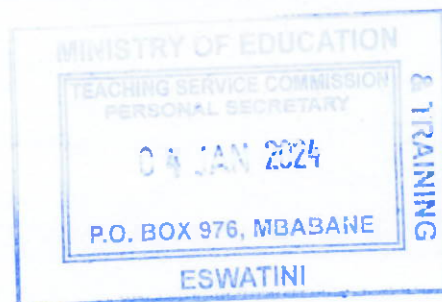
Job Specification

Job Summary

Responsible for providing leadership and ensuring that teaching and learning occur in a contusive environment.

Key Performance Areas

1. Leadership & Management.
2. Policy Implementation and compliance.
3. Monitoring and evaluation.
4. Budgeting.
5. Discipline and performance management.
6. Stakeholder management.



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Duties and Functional Responsibilities

1. Provide leadership at primary school level and ensure that resources are adequately allocated and utilised towards teaching and learning.
2. Monitor and ensure compliance to all educational policies, priorities and targets.
3. Oversee teachers' attendance and supervise proper planning and lesson presentation.
4. Ensure the attainment of the school's mandate through timeous performance management and maintenance of discipline.
5. Monitor and evaluate the quality of teaching and achievement of all.
6. Oversee the proper admission of learners into the school.
7. Monitor the development and maintenance of the school's infrastructure and equipment.
8. Lead in the preparation of budget for the school and monitor its implementation.
9. Ensure and maintain harmonious working relations between staff, School Committee, Ministry of Education and Training, parents and learners.
10. Ensure a conducive environment for teaching and learning as well as the safety and welfare of learners, teachers and all staff members.
11. Prepare financial and academic reports as required.
12. Oversee the preparation of the school development plan and school timetable.
13. Attend to parents' concerns with academic and social issues relating to learners.
14. Coordinate all staff and committee meetings.
15. Perform any other duties as assigned.

Emoluments

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NB: Applicants who do not meet the required years of experience need not to apply.

