

OFFICE OF THE PREMIER IN MPUMALANGA

A Strategic centre of excellence

Let's move Mpumalanga forward



office of the premier
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA





VISION

A strategic centre of excellence

MISSION

We exist to:

- Provide strategic leadership;
- Provide support for institutional development;
- Coordinate government programmes through integrated research & development; information, planning, monitoring and evaluation
- Provide professional advice, through evidence-based decision-making support.

VALUES

The Office of the Premier is guided in executing its mandate by the following values:

- Reliability – service that is accurate, consistent, timeous and trustworthy;
- Resourcefulness – customised solutions to problems in delivering the services concerned;
- Accountability – we will be transparent and take responsibility in our decision-making; and
- Professionalism – to be duly skilled, conscientious, objective, ethical and compliant with all relevant prescripts in performing our duties.

OVERVIEW

This booklet provides an overview of how the Office of the Premier (OTP) in Mpumalanga is structured to function as a public service. It is insightful to offer you as a reader, information about the role of the OTP as a branch of the Provincial Government. The OTP derives its mandate from the Constitution of South Africa, the Public Service Act, 1994 (Act No.103 of 1994), the National Development Plan, the Mpumalanga Vision 2030, Strategic Implementation Framework and legislative prescripts, as blueprints that guide the office to achieve its aspirations.

At the core of the OTP business, is the co-ordination, monitoring and evaluation of the performance of the eleven (11) departments. The scope is further extended to the three (3) districts and the seventeen (17) local municipalities. Through coordination, the OTP is well positioned to track progress of service delivery and the intervention plans by the departments, designed to improve the socio-economic conditions of the citizens of Mpumalanga.

To achieve this, the OTP is supported by a team of public servants, whose conduct is rooted in the Constitutional values, set out in Section 195(a), stated as follows: “A high standard of professional ethics must be promoted and maintained”. These professionals are located in the three branches, namely: Administration, Institutional Development and Macro Policy and Planning. Among the intervention measures implemented by the OTP to reduce the high unemployment rate of 46.7 percent and 48.8 percent, for the youth, is the Premier’s Youth Development Fund. This data is based on Stats SA 2022 report, and is implemented as an intervention measure to flatten the unemployment curve. The recorded achievements of the fund are attributed to the high level of commitment by the team of officials in the OTP.

Through this dedication, more than 180 youth entities in Mpumalanga have been funded, with 630 jobs created. The number is expected to increase, based on funding of additional entities, whose applications are approved gradually.

The vision of a strategic centre of excellence, is the driving force which propels the dedicated team of employees within the OTP, to make it a reality. Among the many standards that the OTP subscribes to, is a clean audit designed to improve the public perception about the proper spending of state funds. In the previous 2022/23 audit process, the OTP achieved an unqualified opinion. The focus is now on implementing the audit action plan as a pathway towards a clean audit.

We are geared towards improving the socio-economic conditions of the citizens of Mpumalanga.

1. PROGRAMME 1: ADMINISTRATION

Purpose:

The Programme is responsible for the appropriate and effective coordination and monitoring of administrative and strategic matters, both within the OTP and the Province. The programme comprises of the following sub-programmes i.e Premier Support, Director-General Support, Executive Council Support and Financial Management.

1.1 Premier Support

This sub-programme provides programme management and coordination support to the Premier in executing her constitutional mandate. These include delivering the State of the Province Address as well as the Policy and Budget Speech.

Contact details: 013 766 2041

1.2 Director-General Support

The sub-programme provides administrative leadership and directives through planning, reporting, auditing, security, integrity, ethics and forensic services. The Office of the Director General is also required to provide internal and external support to sections within the OTP and Departments in the Provincial Government. This sub-programme comprises the **Office of the Director-General, Planning and Programme Management, Integrity Management and Forensic Audit, Internal Audit and Security Management.**

Contact details: 013 766 2121



Mr Mduzizi Zitha of Cabinet Secretariat

1.3 Executive Council Support

The sub-programme is responsible for providing effective and efficient secretarial and administrative support services to Executive Council, EXCO Sub-Committees and intergovernmental structures. The services provided by the sub-programme includes the overall management of EXCO resolutions.

Contact details: 013 766 2456

1.4 Financial Management

- The Sub-programme comprises of **Supply Chain Management, Management Accounting, Budget & Salaries and Expenditure Unit.**
- It provides financial management support and advisory services to ensure compliance with the Public Finance Management Act and Treasury Regulations.
- It is responsible for coordination and facilitation of the Audit Remedial Action Plan and financial delegations.
- The sub-programme's core responsibilities are expenditure and payroll management; preparation of financial statements and budget as well as supply chain management.
- Risk and Ethics Management also resides within the Financial Management sub programme.

Contact details: 013 766 2157



2. PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

Purpose: To provide institutional development services, advice, strategic support, coordination and development of policies to ensure operational efficiency, alignment and corporate compliance to improve the capacity of the Mpumalanga Provincial Government to deliver effective and efficient services. The Programme is composed of **Strategic Human Resources, Legal Advisory Services, Labour Relations, Government Communications and Information Services, Provincial Government Information Technology Office and Public Service Transformation & Service Delivery Improvement Unit.**

2.1 Sub-Programme: Strategic Human Resources

- The Sub-Programme comprises of **Transversal HR Services, Internal HR Management Services, HR Development & Training.**
- Coordinate and monitor the implementation of human resource practices and strategies by Departments in the Provincial Government.

Contact details: 013 766 2450

2.2 Sub-Programme: Legal Advisory Services

Provides legal advisory services to the Mpumalanga Provincial Government and the Office of the Premier.

Contact details: 013 766 2008

2.3 Sub-Programme: Provincial Government Communication and Information Services (PGCIS)

The Sub-Programme is divided into three (03) Directorates; **Corporate Communication, Departmental Media Liaison & Information Services and Community Outreach Services.**

The key mandate of Provincial Government Communication and Information Services (PGCIS) is overall coordination of communication services in the provincial administration.

Corporate Communication – is responsible for facilitating exhibitions, coordinating radio talkshows, branding of internal/external events, designing of documents and information services.

Community Outreach Services – is responsible for events management and coordinating public participation programmes (Izimbizo).

Departmental Media Liaison & Information Services – is responsible for social media platforms, media coordination and departmental liaison.

Contact details: 013 766 2242/4

2.4 The Provincial Government Information Technology Office (PGITO)

Coordinates support for Information Communication Technology (ICT) across all Provincial Departments and the OTP, and promote the effective management of information and communication technology as a service delivery enabler and a strategic resource.

Contact details: 013 766 2153

2.5 Public Service Transformation and Service Delivery Improvement (PST&SDI)

Coordinates and monitor the implementation of Batho Pele programmes, i.e. Africa Public Service Day, Project Khaedu, Customer Satisfaction Survey and Service Delivery Improvement Plans as well as the revitalisation of the Batho Pele strategy in the Office of the Premier, Provincial Government Departments and Municipalities.

Contact details: 013 766 2324

3. PROGRAMME 3: MACRO POLICY AND PLANNING

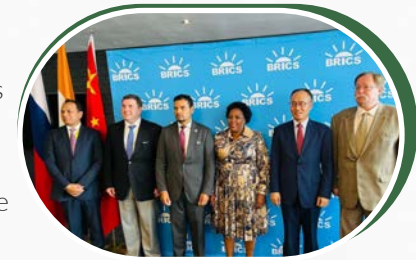
Purpose: To provide effective macro policy advice, coordination and monitoring in the following key focus areas:

- Provincial Planning;
- Implementation of Provincial programmes;
- Mainstreaming of gender, youth and older persons' issues; Regional and International cooperation;
- Research and information management;
- Advisory services to the Premier, EXCO, EXCO committees and MPAC;
- Coordinate key strategic interventions to improve Departmental performance.

Contact details: 013 766 2269

3.1 Provincial Policy Management

Enhance evidence-based decision-making processes by the EXCO through provision of integrated research, coordination, planning, monitoring and evaluation within the Province. It consists of the following Units:



BRICS session in Graskop

3.1.1 International Relations

- Facilitates the development and implementation of the Provincial International Relations Programme of Action and monitors progress thereof.
- The sub programme is also responsible for the facilitation of International Relations partnerships and signing of MoUs to support Socio-Economic Development in the Province.

3.1.2 Research and Strategic Information Management

Implementation of the Provincial Research Agenda and facilitate the establishment of the Mpumalanga Research Institute (MRI) for research capacity and provide quality assurance on the research projects implemented.

3.1.3 Mpumalanga Provincial AIDS Council (MPAC)

- Monitoring the implementation of the Provincial Implementation Plan on HIV, (Sexual Transmitted Disease (STDs) and Tuberculosis (TB).
- MPAC plays oversight to District AIDS Councils and Local AIDS Councils

Contact details: 013 766 2134



World AIDS Day commemoration in Victor Khanye Municipality

4. CLUSTER COORDINATION

The purpose of this programme is to support and improve the Executive Council decision making processes and promote policy coherence. Promote active collaboration with departments, municipalities and national Clusters to implement Government's Programme of Action.



Ms Debbie De Jager of Cabinet Secretariat.

4.1 Governance, State Capacity, Security, Crime Prevention and Institutional Development Cluster

The purpose of the cluster is to advance the capability needs of the state. It is designed to enhance the capacity of the state and governance issues. It is responsible to drive safety, security and crime prevention matters, building the capability of the state to play a developmental and transformative role. It coordinates a seamless interface between the spheres of government.

4.2 Social Protection, Community and Human Development Cluster

The purpose of the cluster is to promote the advancement of social integration and inclusion in communities. It is responsible for driving the Social Transformation agenda, eradicate poverty and diminish people's exposure to risks. It is responsible for human development, which entails access to quality education, health and sustainable livelihoods. It is also responsible for broader transformation of human settlements, aligned to the ecosystem, social amenities and economic opportunities.



Refurbished Tekwane South bridge

4.3 Economy Sector, Investment, Employment and Infrastructure Development Cluster

The purpose of the Sub-Programme is to grow the economy, investment opportunities, create an enabling environment for employment opportunities, management of social and economic infrastructure, Land agrarian & Food Security.

4.4 Special Programmes

The Directorate comprises of the following units: **Older Persons Desk, Office on the Status of Women, Office on the Status of Disabled Persons and Youth Development Desk.** It coordinates and monitor the mainstreaming of target groups (women, youth, older persons, persons living with disabilities and LGBTQIA+ communities).

Contact details: 013 766 2294

4.4.1 Older Persons Desk

- Monitor implementation of policies which seek to protect, promote and maintain the status, rights, well-being and security of older persons

4.4.2 Office on the Status of Women

- Monitoring the implementation of the Provincial Strategic Plan on Gender-Based Violence and Femicide (GBVF).
- Advocate for empowerment of women both in public and private sector.
- Dealing with the legacy of apartheid and the transformation of society, particularly the transformation of power relations between women, and men in various institutions

4.4.3 Office on the Status of Disabled Person's

- The responsibility of this unit is to remove unfair discrimination against persons living with disabilities.
- It is also there to promote equity in the workplace.
- Ensure persons with disabilities are eligible to benefit from affirmative action programmes.
- Monitoring of the mainstreaming trajectory for realising the rights of persons with disabilities.
- Stipulates norms and standards for the removal of discriminatory barriers that perpetuate the exclusion and segregation of persons living with disabilities.

4.4.4 Youth Development Desk

It coordinates the implementation of the Premier's Youth Development Fund (PYDF) and monitors the implementation of Youth Empowerment Programmes in all Provincial government departments.

Do you need funding for your business or cooperative?

Each year, the Premier's Youth Development Fund (PYDF) provides grant to deserving and qualifying 100% youth-owned entities. Potential candidates should ensure that their application is in a form of a sound business plan accompanied by the following returnable documents:

- Certified ID Copy
- Curriculum Vitae (with supporting documents of qualifications)
- Proof of Residence
- Company Registration Documents
- Valid SARS Tax Pin
- BEE certificate (CIPC or Sworn Affidavit)
- Proof of active business bank account
- Proof of market / offtake agreements.

Applications should be submitted in a form which is accessible on www.mpumalanga.gov.za. **(MPUMALANGA PROVINCE ONLY)**

Contact Youth Development Desk: 013 766 2108/2006



One of the Premier's Youth Development Fund projects in Mkhuhlu, Bushbuckridge Municipality.

A PLEDGE BY OTP OFFICIALS

We commit to:

- Be faithful to the Republic, honour the Constitution and abide by the laws in the execution of duties
- Promote the unity and wellbeing of the Mpumalanga citizens in performing official duties
- Loyally execute the policies of government in the performance of duties
- Serve the public in an unbiased and impartial manner in order to create confidence in the public service
- Be polite, helpful and reasonably accessible in dealing with the public, at all times
- Have regard for the circumstances and concerns of the public in performing official duties and in the making of decisions affecting them;
- Provide timely service towards the development and upliftment of all South Africans;
- Not unfairly discriminate against any member of the public on account of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language;
- Not abuse their position in the public service to promote or prejudice the interest of any political party or interest group;
- Respect and protect every person's dignity and rights as contained in the Constitution

Contact details: 013 766 2324

OTP OFFICIALS HARD @ WORK



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Speak Out, Do not turn a blind eye on Gender Based Violence and Femicide (GBVF)

Together, we can achieve a violent free and safe society for all.

National Command Centre
Toll Free Number: 0800 428 428



Ms Refilwe Mtshweni-Tsipane
Mpumalanga Premier