

## MPUMALANGA PROVINCIAL GOVERNMENT

# OFFICE OF THE PREMIER

ALL POSTS ARE BASED IN MBOMBELA

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below.

The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements.

*Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.*

**26. Post: ASSISTANT  
DIRECTOR: EVALUATION**  
Ref: AD-EVA/OTP/26  
Salary: R552 081.00 per annum  
(Level 10)

**Requirements:** An appropriate Bachelor Degree/National Diploma in Monitoring and Evaluation/ Social Science/ Economy/ Development Studies/ Auditing (NQF level 6) or equivalent qualification. Three (3) years' experience in Monitoring and Evaluation or Strategic Planning will be an added advantage. Good communication skills with excellent organizational and writing skills, as well as the ability to interact at high profile levels.

**Duties:** Develop Provincial Monitoring and Evaluation Framework • Develop Provincial Evaluation Plan and manage the implementation of the evaluations studies • Monitor and report performance of Provincial department's, entities against the predetermined objectives • Provide support to the Evaluation Directorate in executing its mandate • Support the Directorate in performance monitoring of provincial departments • Support the Directorate on Integrated Frontline Service Delivery Monitoring and Support (FSDM) • Operate IT system designed for performance monitoring and data management • Support the Directorate in developing of monitoring and evaluation frameworks, policies and tools • Support the implementation and coordination of plans and projects of the Directorate • Perform any other function assigned to the Directorate.

**27. Post: ICT SPECIALIST:  
PROVINCIAL GOVERNMENT  
INFORMATION AND  
COMMUNICATION  
TECHNOLOGY (PGITO)**  
Ref: AD-ICT/OTP/27  
Salary: R552 081.00 per annum  
(Level 10)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Information Technology, or equivalent qualification (NQF level 6), with extensive experience in Information Technology. Problem solving skills, ability to work independently or in a team and advanced computer literacy skills.

**Duties:** Providing technical support for Information Technology related devices in the Office of the Premier and other departments • Promoting ICT awareness and usage thereof in the Office of the Premier and other departments • Monitoring IT service level agreements that the OTP and other departments enter into with service providers • Developing IT technical standards on procedural and related matters to OTP and departments.

**28. Post: ASSISTANT  
DIRECTOR: HUMAN  
RESOURCE UTILISATION AND  
CAPACITY DEVELOPMENT  
(PMDS)**  
Ref: AD-PMDS/OTP/28  
Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor Degree/National Diploma in Human Resource Management/ Public Management (NQF level 6) or equivalent qualification, with a minimum of three (3) years relevant experience in human resource management. Relevant experience in human resource management and development fields. Practical knowledge of government policies on human resource management and development. Good interpersonal and communications skills. Ability to work independently and as part of a team.

**Duties:** Coordinate the implementation of Performance Management and Development Policy for officials on Salary levels 2-12 and SMS Members • Coordinate the implementation of performance management and development of policy for SMS members • Administer benefits on PERSAL • Training of officials on Salary levels 2-12 and SMS Members regarding PMDS Policy requirements • Liaise with officials and other stakeholders regarding PMDS issues • Capture all PMDS documents on PERSAL System • Coordinate all sittings on PMDS for all officials within the Office of the Premier • Attend to all queries relating to PMDS matters.

**29. Post: ASSISTANT  
DIRECTOR: ORGANISATIONAL  
RISK AND ETHICS  
MANAGEMENT**  
Ref: AD-OREM/OTP/29  
Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or equivalent qualification. Three years' experience in Risk Management/Auditing/Financial Management. Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organizations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016, as amended. Ethics in the Public Service Course/Certificate.

**Duties:** Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier • Conduct risk assessment and review • Regular updating of the risk registers • Monitor progress in mitigation and management of risks • Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan • Render secretarial role to the Ethics & Risks Management Committee.

**30. Post: ASSISTANT  
DIRECTOR: INTEGRITY  
MANAGEMENT AND  
GOVERNANCE**  
Ref: AD-IMG/OTP/30  
Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Public Management/ Communication/Law/ Ethics or Social Sciences (NQF Level 6) or in the relevant field. At least 3-5 years of experience in a related field (e.g. ethics, compliance, community development). Strong knowledge of ethics and integrity principles, including relevant laws and regulations. Good communication and interpersonal skills. Ability to make presentations. Strong analytical and problem-solving skills. Ability to maintain confidentiality and handle sensitive information.

**Duties:** Co-ordinate and Implement the Provincial/National Anti-Corruption Strategy and the Implementation Plans • Co-ordinate and monitor the implementation of the Provincial ethics strategy, Policies and Programmes • Provide oversight role and support to the Provincial Departments and Municipalities on integrity management and promotion of good governance, including Ethics management • Organize and facilitate awareness programmes on ethics and integrity awareness meant to promote good governance • Coordinate and provide Secretariat function to the Provincial Anti-Corruption Co-ordination Committee • Collaborate with Departments and Municipalities to ensure that ethics and integrity are integrated into all aspects of the organization • Provide regular general support to the manager and compile monthly and quarterly reports on ethics and integrity matters.

**31. Post: WORK STUDY  
OFFICER: ORGANISATIONAL  
DESIGN AND JOB  
EVALUATION**  
Ref: WSO/OTP/31  
Salary: R376 413.00 per annum  
(Level 08).

**Requirements:** An appropriate Bachelor's Degree /National Diploma in Work Study/ Management Services/Organizational Design or equivalent qualification (NQF level 6). Knowledge of Job Evaluation is an added advantage. A valid driver's license will be an added advantage.

**Duties:** Developing of Organograms and compiling of reports on the organization and post establishment of the departments • Evaluating posts in the provincial departments • Facilitating the process of compiling Job Descriptions in the departments • Rendering advice to management on organogram and efficiency-related matters.

**32. Post: FORENSIC  
INVESTIGATOR: FORENSIC  
INVESTIGATIONS**  
Ref: FI/OTP/32  
Salary: R376 413.00 per annum  
(Level 08).

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Forensic Investigations, Law, Risk Management or Commerce (NQF level 6) or equivalent qualification. Knowledge in the investigation environment and a valid driver's license.

**Duties:** Conducting investigations and preparing reports on various fraud and corruption cases • Management of fraud and corruption cases • Manage cases database and tracking systems • reviewing forensic audit reports • Keeping records of all companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury • Liaising with various stakeholders such as SIU, SAPS, AFU regarding investigative operations relating to all reported cases • Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within a reasonable time • Compiling monthly and quarterly reports on all the work within their jurisdiction • Providing expert support to the provincial departments and local municipalities as and when necessary.

**33. Post: ADMINISTRATIVE  
OFFICER: TRANSPORT AND  
ASSETS MANAGEMENT**  
Ref: AO-TAM/OTP/33  
Salary: R308 154.00 per annum  
(Level 07).

**Requirements:** An appropriate Bachelor's of Commerce Degree/National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or equivalent qualification. Ability to work with figures. Practical knowledge of government logistics and disposal management processes. Sound interpersonal and communication skills. Computer literacy is recommended.

**Duties:** Receive assets deliveries. Barcode assets received and issue assets received to the relevant Unit • Administer disposal management • Conduct Assets verifications • Capturing and Updating assets information on the LOGIS system • capturing and updating assets on assets register.

**34. Post: ADMINISTRATIVE  
OFFICER: STRATEGIC  
MANAGEMENT AND  
PLANNING**  
Ref: AO-SMP/OTP/34  
Salary: R 308 154.00 per annum  
(Level 07)

**Requirements:** A Bachelors Degree/National Diploma (NQF Level 6) in Administration/Public Management/Organisational Performance Planning and Monitoring. 2-3 years working experience in strategic planning, monitoring and evaluation environment. Administration, organisational, administrative and time management skills. Computer literacy in (Ms Word Excel and Power Point). Knowledge and Experience of the strategic planning, monitoring and evaluation policies, prescripts and practices. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities. Valid driver's licence.

**Duties:** Assist in Coordination of the implementation of strategic planning, monitoring and evaluation policies • Participate in the development of strategic planning, monitoring and evaluation templates • Distribute templates as required • Assist in the compilation of the Departmental plans, annual, quarterly and monthly reports • Assist in coordination of strategic performance review reports and sessions • Maintain accurate records and filing systems • Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) • Process financial and administrative related documents • Attend to daily enquiries and make sure that necessary follow-ups are made.

**35. Post: MESSENGER:  
EXECUTIVE COUNCIL  
SECRETARIAT**  
Ref: M-EXCO/OTP/35  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** A minimum of NQF Level 4 (Grade 12 Certificate or equivalent). Driver's license (Code 8-EC). A minimum of five years driving experience.

**Duties:** Transportation of work teams • Deliver and collect documents from different departments and entities • Transportation of material and/or equipment • Detect and repair minor mechanical problems on the vehicles • Check and attend to level and/or condition of oil, fuel, tyres and water • Take steps to have vehicles repaired by the relevant authorities • Inspect vehicles/equipment/material and report defects • Complete vehicle logbook and trip authorization.

**36. Post: ADMINISTRATION  
CLERK: TRANSVERSAL  
HUMAN RESOURCE SERVICES**  
Ref: AC-THRS/OTP/36  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate, Certificate in Office Administration, Experience in the field of Office Administration will be an added advantage, Sound interpersonal and communication skills and computer literacy is highly recommended.

**Duties:** Maintain accurate records and manage the Unit's filing system • Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) • Process financial and administrative related documents • Attend to daily enquiries and make sure that necessary follow-ups are made • Record and compile minutes during meetings • Handle logistical services for the Unit.

**37. Post: REGISTRY CLERK:  
RECORDS MANAGEMENT  
AND AUXILIARY SERVICES**  
Ref: RC-RMAS/OTP/37  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Senior Certificate (Grade 12). Competency in handling registry matters. Extensive experience and knowledge of Directives and procedures in registry. Knowledge of the National Archives Act, MISS, registration and messenger services. Appropriate experience in electronic records management is essential. Knowledge and understanding of records classification system and Ability to work under pressure.

**Competencies:** Ability to read and analyse official documents. Ability to work in a team and independently. Good interpersonal relations. Good communications skills. Computer literacy. Must be pro-active and flexible.

**Duties:** Process incoming and outgoing documents • Manage correspondences • Ensure safekeeping and security of all documents • Process documents for archiving • Comply with and promote Batho Pele Principles and Service Standards • Perform ad hoc duties as directed by the Senior Manager and Deliver documents to relevant stakeholders.

**38. Post: SECRETARY:  
STRATEGIC MANAGEMENT  
AND PLANNING**  
Ref: S-SMP/OTP/38  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

**39. Post: SECRETARY: LABOUR  
RELATIONS**  
Ref: S-LR/OTP/39  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

**40. Post: SECRETARY:  
INTERNATIONAL RELATIONS**  
Ref: S-IR/OTP/40  
Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

**Enquiries should be directed to the  
(A) Deputy Director: Internal HRM &  
D: Ms. SS Monareng: Tel. (013) 766  
2004**

**Please forward your application,  
quoting the relevant reference  
number to: The (A) Deputy Director -  
Internal HRM & D: Ms SS Monareng,  
Private Bag X11291, MBOMBELA  
1200. Physical Address: Office of  
the Premier, Makhonjwa Building,  
First floor, Government Boulevard,  
Riverside Park. Alternatively, e-mail  
to: otprecruitment@mpg.gov.za**

*If no correspondence is received  
within two months of the closing date,  
applicants must accept that their  
applications have been unsuccessful.*

**Closing Date: 04 April 2025**