

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS
The Mpumalanga Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

- APPLICATIONS** : Applications must be email to: Coghstarecruitment@mpg.gov.za OR, couriered OR Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- FOR ATTENTION** : The Director: HRM & D
- CLOSING DATE** : 29 May 2026
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); Qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Competency Assessment will be applicable to recommended candidates on SMS positions only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 16/216** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2026/COGHSTA/09**
Chief Directorate: Financial Management
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
- CENTRE** : Mbombela (Head Office)
- REQUIRMENTS** : A recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Accounting and Auditing or any other relevant qualification. A minimum of 5 years' experience at senior management level. Experience in Public Financial Management. Experience in Supply Chain Management. Experience in preparations of AFS/IFS. Experience in dealing with internal/external Auditors. Knowledge of the principles and techniques of Corporate Governance. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communication and Presentation. Knowledge of Public Service Prescripts and local government policy frameworks. Computer Literate.
- DUTIES** : Provide support to the Head of Department and the other senior managers with regard to overall compliance to the PFMA and GRAP, related regulation and practice notes. Coordinate and manage an effective, efficient and economic Supply Chain Management System in the Department. Ensure effective and efficient financial management and financial accounting services. Ensure timely preparation, reporting of financial, and Supply Chain Management documents. Manage the external audit process, General management function, Contribute to the effective leadership of the Department, maintaining focus on its purpose and vision through rigorous analysis and challenge,

leading development of a medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery. Contributing to the effective corporate management of the organization, including strategy implementation, cross-organizational issues, integrated business and resource planning, risk management and performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/217 : **CHIEF DIRECTOR: DEVELOPMENT AND PLANNING REF NO: 2026/COGHSTA/10**
Chief Directorate: Development and Planning

SALARY CENTRE REQUIREMENTS : R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and a recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Development Planning Studies/Spatial Planning/ Town/Urban and Regional Planning or any other relevant qualification. A minimum of 5 years' experience at senior management level. A postgraduate in Development Planning Studies and Project Management will be an added advantage. Experience in Planning and Infrastructure and Public Financial Management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). Skills and Competencies: Planning and organising. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communications and presentation. Policy and guidelines processes. Knowledge in Public Service Prescripts and Local Government policy frameworks. Knowledge in Spatial planning and land use management as well as integrated planning and LED. Computer literacy.

DUTIES : Coordinate and manage Integrated Development and Plannings (IDP) in municipalities and district development models in the province. Manage and coordinate the implementation of Local Economic Development Planning. Co-ordinate and manage the municipalities on sustainable land use Management services. Co-ordinate the development of Spatial Planning Services and Geographic Information System Services. Effective and efficient management of finance, physical and human resources including performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/218 : **DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: 2026/COGHSTA/11**
Chief Directorate: Municipal Support

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and recognised Advanced Diploma/Bachelor's Degree at NQF Level 7 in Human Resource Development/ Education Science/ Public Administration/ Public Management or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the Municipal Capacity Building environment. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising skills. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, The ability to interpret and apply policies. Negotiation, Communication and presentation skills. Report writing. Knowledge and understanding of national and provincial capacity building frameworks and all local government prescripts. Computer literacy.

DUTIES : Monitor the conducting of research on capacity building measures. Monitor the development and implementation of institutional and Municipal Capacity Development framework. Develop and implement Institutional Capacity

Building programmes and strategies for Municipalities. Monitor the impact of training programmes implemented. Establish and maintain key partnerships with external stakeholders. Monitor the provision of support to Municipalities to improve human resources capacity. Co-ordinate interventions directed at improvement of Human Capacity Building in Municipalities. Promote knowledge sharing programmes for improvement of service delivery in Municipalities. Ensure that the environment is properly managed and assist Municipalities to maximize their capacity to deliver their developmental responsibilities. Manage the development, financing and implementation of specific interventions that are intended to strengthen the capacity of Municipalities and the Local Government Systems to perform their development responsibilities. Monitor and support municipalities to develop and implement work skills plans. Develop programmes to provide targeted capacity interventions to identified gaps in municipalities. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/219 : **DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: 2026/COGHSTA/12**
Chief Directorate: Municipal Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : Senior Certificate and a recognized Advanced Diploma/ Bachelor Degree (NQF Level 07) in Financial Management/Management Accounting / Financial Accounting/Auditing or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in financial management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Knowledge of financial systems. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy.

DUTIES : Monitor and follow up on reported unauthorised, irregular, fruitless and wasteful expenditure by municipalities. Assess annual financial statements for municipalities in the province, compile a section 131 report and submit to legislature, provide capacity building to municipalities on financial matters. Provide financial management support to identified municipalities. Monitor the implementation of Municipal Property Rates Act. Monitor the implementation of upper limits, monitor the implementation of anti-corruption measures, Monitor the implementation of Municipal Finance Management Act. Manage discretionary interventions (Section 106 of the Municipal Systems Act and 139 of the Constitution). Coordinate and administer Audit outcomes. Monitor the implementation of Anti-Corruption measures. General effective management of the Directorate and performance management of employees.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/220 : **DIRECTOR: SPATIAL PLANNING REF NO. 2026/COGHSTA/13**
Chief Directorate: Development And Planning

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Town and Regional Planning/Urban and Regional Planning/Spatial Planning or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). A broad knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation is a requirement. Proven ability in the field of strategic/forward planning with specific skills in developing spatial development frameworks and land use management systems. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic

- capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Develop and facilitate implementation of the Provincial Spatial Development Framework. Coordinate and support the development of spatial planning services in municipalities and traditional councils. Conduct quality reviews of spatial planning in municipalities. Provide GIS information for development planning. Support municipal town and regional planning. Coordinate spatial planning across all spheres of government in the province. Facilitate the development and maintenance of traditional community land use plans. Effective and efficient management of finances, physical and human resources including performance management. Manage the provision of administrative support services.
- ENQUIRIES** : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
- POST 16/221** : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: 2026/COGHSTA/14**
Chief Directorate: Development And Planning
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 or equivalent qualification preferably in Local Economic Development, Development Planning and /or Economics or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the relevant field. An understanding of various government programmes. Local government legislation, co-operative governance, community employment programmes, outcome-based approach five years local government Plan, the LED Framework, the linkages between LED, Integrated Development Planning and Spatial Planning and the National Growth Path. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Provide support to municipalities in the development and implementation of LED strategies. Support municipalities in building vibrant LED structures. Monitor and evaluate LED programmes implementation and impact thereof. Mobilise and coordinate public/private sector support to municipal LED programmes. Development and implement LED capacity building programme.
- ENQUIRIES** : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
- POST 16/222** : **DIRECTOR: HUMAN SETTLEMENTS, POLICY AND RESEARCH REF NO. 2026/COGHSTA/15**
Chief Directorate: Human Settlements Planning, Policy and Research
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
: Mbombela (Head Office)
: A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration or any other relevant qualification. A minimum of 5 years' experience at middle management level in policy development and research. Excellent knowledge of the applicable and relevant legislations applicable to the Human Settlements. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.
- DUTIES** : Develop and review provincial human settlements policies and legislation. Conduct research and market analysis within housing sector environment. Manage the implementation of housing policy, strategy and guidelines, housing

norms and Standards. Develop and maintain province -wide medium term human settlements research. Conduct research on alternative building technologies / products in human settlements environment. Develop and implement human settlements delivery related (external)knowledge management systems.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

OTHER POSTS

POST 16/223 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR (X17 POSTS)**
Directorate: Public Participation

SALARY CENTRE : R413 001 per annum (Level 08)
: All Municipalities:

Ehlanzeni District Municipality:

City of Mbombela Ref No: Sup/mbombela01

Bushbuckridge Ref No: Sup/bush02

Nkomazi Ref No: Sup/nkomazi03

Thaba Chweu Ref No: Sup/thaba04

Gert Sibande District Municipality:

Govan Mbeki Ref No: Sup/govan05

Albert Luthuli Ref No: Sup/chief06

Pixley ka-Isaka Seme Ref No: Sup/pixley07

Lekwa Ref No: Sup/lekwa08

Msukaligwa Ref No: Sup/msukwa09

Dipaleseng Ref No: Sup/dipale10

Mkhondo Ref No: Sup/mkhondo11

Nkangala District Municipality:

Thembisile Hani Ref No: Sup/thembi12

Emalaheni Ref No: Sup/emalah13

Dr JS Moroka Ref No: Sup/moroka14

Emakhazeni Ref No: Sup/emakha15

Steve Tshwete Ref No: Sup/steve16

Victor Khanye Ref No: Sup/victor17

REQUIREMENTS : A Senior Certificate and National Diploma in Public Administration/ Management/Social Sciences, Community Development Studies and or any relevant qualification. Three (3) years' relevant experience in community development environment and an in depth understanding of public participation and community development. The ability to demonstrate sound knowledge of policies and government practices. Must have planning and execution skills, leadership, supervisory and management skills; and the ability to delegate with empowerment. Understand people management, intergovernmental relations and using Information Communication and Technology to achieve work objectives. Applicants must reside in the Municipality where there is a vacancy. Ability to handle pressure and able to meet deadlines. A valid Driver's Licence. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.

DUTIES : Develop work plans and a monitoring tool for work done by CDWs daily, translating to weekly, monthly, quarterly and annual reports. Conduct CDW Performance Assessments. Convene CDW monthly meetings. Coordinate the development and update of ward and community profiles. Network with various spheres of government and other government agencies to develop an integrated government response towards addressing community challenges. Monitor and support improvement of service delivery through coordination of intervention process by relevant structures. Coordinate CDWs to effectively report early warning in order to improve service delivery. Analyse municipal reports and identify common trends. Receive referrals and manage the escalations of reported community concerns. Monitor and support improved communication channels on community engagements. Facilitate dissemination

		of government information pamphlets, brochures and related materials. Attend relevant municipal and district meetings.
<u>ENQUIRIES</u>	:	Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543
<u>POST 16/224</u>	:	<u>COMMUNITY DEVELOPMENT WORKER (X25 POSTS)</u> Directorate: Public Participation
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06)
	:	All Municipalities:
		Ehlanzeni District Municipality:
		City of Mbombela Ref No: Mbombela/w/44 Ward No: 44
		Bushbuckridge Ref No: Bush/w/07 Ward No: 07
		Nkomazi Ref No: Nkomazi/w/07 Ward No: 07
		Thaba Chweu Ref No: Thaba/w/01 Ward No: 01
		Thaba Chweu Ref No: Thaba/w/12 Ward No: 12
		Gert Sibande District Municipality:
		Govan Mbeki Ref No: Govan/w/08 Ward No: 08
		Govan Mbeki Ref No: Govan/w/15 Ward No: 15
		Govan Mbeki Ref No: Govan/w/26 Ward No: 26
		Chief Albert Luthuli Ref No: Chief/w/14 Ward No: 14
		Chief Albert Luthuli Ref No: Chief/w/23 Ward No: 23
		Pixley ka-Isaka Seme Ref No: Pixley/w/02 Ward No: 02
		Pixley ka-Isaka Seme Ref No: Pixley/w/05 Ward No: 05
		Lekwa Ref No: Lekwa/w/03 Ward No: 03
		Lekwa Ref No: Lekwa/w/09 Ward No: 09
		Msukaligwa Ref No: Msukwa/w/03 Ward No: 03
		Msukaligwa Ref No: Msukwa/w/11 Ward No: 11
		Msukaligwa Ref No: Msukwa/w/15 Ward No: 15
		Dipaleseng Ref No: Dipale/w/06 Ward No: 06
		Mkhondo Ref No: Mkhondo/w/13 Ward No: 13
		Nkangala District Municipality:
		Thembisile Hani Ref No: Thembi/w/05 Ward No: 05
		Emalahleni Ref No: Emalahleni/e/25 Ward No: 25
		Dr JS Moroka Ref No: Moroka/w/13 Ward No: 13
		Emakhazeni Ref No: Emakhaz/w/04 Ward No: 04
		Steve Tshwete Ref No: Steve/w/17 Word No: 17
		Victor Khanye Ref No: Victor/w/07 Word No: 07
<u>REQUIREMENTS</u>	:	Senior Certificate and Higher Certificate/Diploma NQF Level 5. In depth understanding of Community Development work. The successful Candidates will be registered on a 12 months part-time Community Development Learnership Programme with a recognised institution Higher Learning. The successful Candidates must reside in the ward where the vacancy is listed. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.
<u>DUTIES</u>	:	Conduct a need analysis to develop a community profile. Conduct door to door work and community consultation. Identify and determine the needs of communities. Visit houses annually and keeping proper records of houses visited and cases referred (weekly monitoring form). Work with communities and structures in identifying and articulating their needs. Assist government departments to plan as per community needs. Advocate for the vulnerable. Promote network and enhance the activities of government (all 3 spheres) and other community-based workers aimed at improving service delivery. Conduct social awareness and community education to inform communities about services provided by government structures. Facilitate information dissemination to communities through all government departments. Mobilise communities to organise themselves into focus groups. Network with other government departments to source information and assist sector departments to reach focus groups per service area. Consult with all relevant government departments/institutions to determine services provided and mechanisms to access these services. Conduct online research on government services to

ensure that all relevant information on services available reaches the communities. Consult the Gateway electronic portal and other information sources such as Government Online for information on services. Liaise with local communities and stakeholders. Conduct regular research on all relevant policies and legislations to stay abreast of new developments. Conduct regular information sharing with other community workers, institutions and stakeholders. Raise awareness and advocacy work, including encouraging communities to engage with opportunities. Link up with existing programs of departments and other community workers. Network with relevant structures of civil society, business and community organizations towards community development. Monitor and report significant trends within communities related to community and social development, and livelihood security as well as the impact associated with development projects. Facilitate the initiation and development of projects in communities and linking them with relevant resource. Notify existing community project managers of available resources such as funding opportunities. Organize capacity building for projects. Monitor development projects within the ward. Act as eyes and ears of government on projects taking place in the ward. Report any irregularities and progress to the authorities and COGHSTA. Participate and support IDP, Community Based Planning and Asset Based Monitoring processes. Use of computer or digital device to compile reports as required on progress, issues attended to, actions taken and outcomes. Develop and maintain an electronic database on all interventions e.g. referrals, remedial actions taken or changes in systems to improve service delivery. Report on number of community members mobilized for community outreach programmes & keep records of those who attended. Report on the status of infrastructure and non-income generating projects in the Ward.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.
CLOSING DATE : 29 May 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised