

procedures. Manage the disposal of assets in line with organizational policies and procedures, ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports.

ENQUIRIES : Mr. A Kekana at 079 6301770

POST 42/231 : **SECRETARY REF NO: DARDLEA/2025/11/97**
Directorate: GITO

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 42/232 : **SECRETARY REF NO: DARDLEA/2025/11/98**
Directorate: Internal Audit

SALARY : R228 321 per annum
CENTRE : Head Office Mbombela
REQUIREMENTS : Secretarial Diploma or equivalent qualification. Experience in rendering secretarial/administrative support service will be an added advantage. Skills and Competencies: Knowledge of Public Service legislative frameworks, policies and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions in the Directorate. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. SP Shongwe Tel No: (013) 766 6003 or Ms. NE Hlatshwayo Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

DEPARTMENT OF CULTURE, SPORT AND RECREATION

CLOSING DATE : 28 November 2025
NOTE : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be

fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV. Supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Applications must be sent in PDF format (maximum size: 5MB) only and indicate in the email subject: Name of Post and Post Reference Number. One post per application form. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to the wrong e-mail address will not be considered. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

OTHER POSTS

<u>POST 42/233</u>	:	<u>ASSISTANT DIRECTOR: SPORT & RECREATION GRANT MANAGEMENT</u> <u>REF NO: DCSR/34/2025</u> (3 Year Contract)
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The candidate must be in a possession of a Matric and a Diploma or Bachelor's Degree in Public Administration, Business Administration, Financial Management or equivalent qualification and a valid Driver's license. Must have 3 years experience in the Grant Management, monitoring and evaluation, data analysis tools. Knowledge of the PFMA, including their respective regulations. Strong communication skills, interpersonal and organizational as well as the ability to work independently and as part of a team and have knowledge of supervision.
<u>DUTIES</u>	:	Managing the entire grant lifecycle, from application of Business Plan and ensuring compliance with the grant terms / framework. Overseeing grant funds, managing budgets and ensuring accurate and timely financial reporting. Maintaining strong communication with program managers and stakeholders including communicating grant updates, and outcomes. Tracking grant performance, conducting monitoring visits, and evaluating the impact of grants on sport and recreation initiatives. Contributing to the development of sport and recreation programs, including identifying funding opportunities. Collection, collating and analysing of data on relevant policies and regulations. Building and maintaining relationships with Key Stakeholders including sport organizations, government agencies and national government. Prepare Departmental report on a monthly / Quarterly and Annual basis on the Grant and program performance for reporting at National Level.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/234</u>	:	<u>LANGUAGE PRACTITIONER: SISWATI REF NO: DCSR/35/2025</u> (Re-advert)
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Siswati as recognized by SAQA. Good command of English, and Siswati (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of

		Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Translation and proof-reading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<u>ENQUIRIES</u>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/235</u>	:	<u>SPORT & RECREATION - GRANT OFFICER REF NO: DCSR/36/2025</u> (3 Year Contract)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The candidate must be in a possession of a Matric, a Diploma or degree in Public Administration, Business Administration or B.Com in Management or equivalent qualification and a valid driver's license. Knowledge of Grant management, monitoring and Evaluation, data analysis tools. Strong communication skills, Interpersonal and organizational as well as the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Track and monitor the performance of Sport and recreation program in line with the target set. Prepare the Business plan and manage the consolidation of operational plans, Management of performance information. Support Managers with the development of activity Schedule and implementation thereof, conduct reviews and evaluations on the implementation of Programs. Provide support in the development /design of relevant indicators. Enforce compliance of the DORA and PFMA within the program. Analyze report data/report for accuracy, Link planning with programs; liaise with stakeholder's federations on matters of impact evaluations and compilation of the Conditional Grant monthly /Quarterly reports. Conduct performance evaluations for the Sport and Recreation programs.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/236</u>	:	<u>CULTURAL OFFICER REF NO: DCSR/37/2025</u> (Re-advert)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<u>ENQUIRIES</u>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/237</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/38/2025</u> (Re-advert)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert-Sibande Region
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation

		programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 42/238</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DCSR/39/2025</u> (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Ehlanzeni Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/239</u>	:	<u>MUSEUM HUMAN SCIENTIST REF NO: DCSR/40/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Ehlanzeni Region: Pilgrim's Rest Museum
	:	A National Diploma/Bachelor's Degree in Museum or Heritage studies. The incumbent should have amongst other majors in History, Cultural History, Anthropology or Cultural studies. A post graduate Diploma in Museum or Heritage studies and a valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Museum curation and collections management. Research into local history and culture. Preservation of educational programmes, conversation and preservation of historic building and artifacts, plan and maintain exhibitions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/240</u>	:	<u>LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/41/2025</u> (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Ethandukhanya Public Library
	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage. 190
<u>DUTIES</u>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

<u>POST 42/241</u>	:	<u>AUXILIARY SERVICE OFFICER (TOUR GUIDE) REF NO: DCSR/42/2025</u> (Re-advert)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Ehlanzeni Region: Barberton Museum
<u>REQUIREMENTS</u>	:	Senior Certificate and a Certificate in Tour Guide. The candidate should be a registered Tour Guide with good communication skills and Valid driver's licence.
<u>DUTIES</u>	:	Conduct tours for tourist and learners. Be responsible for the preservation of relevant historical collections. Supervise the maintenance of relevant historic terrain. Participate in conducting museum outreach programmes.
<u>ENQUIRIES</u>	:	Ms Ncobile Tshuma Tel No: (013) 766 5656
<u>APPLICATIONS</u>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<u>POST 42/242</u>	:	<u>ADMIN CLERK REF NO: DCSR/43/2025</u> (Re-advert)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gert Sibande Region
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification, computer literacy and a driver's license.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<u>POST 42/243</u>	:	<u>CLEANER REF NO: DCSR/44/2025</u> (Re-advert)
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Zithabiseng Public Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<u>APPLICATIONS</u>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<u>POST 42/244</u>	:	<u>CLEANER REF NO: DCSR/45/2025</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Ermelo Regional Library
<u>REQUIREMENTS</u>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<u>DUTIES</u>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and

	boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsgsrecruit@mpg.gov.za
<u>POST 42/245</u>	: <u>GROUNDSMAN REF NO: DCSR/46/2025</u>
<u>SALARY</u>	: R138 486 per annum
<u>CENTRE</u>	: Ermelo Regional Library
<u>REQUIREMENTS</u>	: An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<u>DUTIES</u>	: Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<u>ENQUIRIES</u>	: Mr. Simon Shabangu Tel No: (017) 811 6196
<u>APPLICATIONS</u>	: Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsgsrecruit@mpg.gov.za

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.

<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	: 28 November 2025
<u>NOTE</u>	: 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 the 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 councils 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 the 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 posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.