

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF COMMUNITY SAFETY, SECURITY & LIAISON**

<b><u>APPLICATIONS</u></b>	:	<a href="https://erecruitment.mpg.gov.za">https://erecruitment.mpg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	12 June 2026 at 16H15
<b><u>NOTE</u></b>	:	Applications on the new Z83 form shall be fully completed via e-recruitment system through a link provided above and upload a detailed Curriculum Vitae. Copies of qualifications and other relevant documents shall be submitted by shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts, failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Communication will be done to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application has been unsuccessful. All shortlisted candidates, including the SMS/MMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other would be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercise as an additional criterion in the interview. A Pre-entry certificate (Nyukela) into Senior Management Services (SMS/MMS) and a full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-program">https://www.thensg.gov.za/training-course/sms-pre-entry-program</a> . SMS/MMS posts will be subjected to a Competency Assessment test to determine the final outcome of appointment. Communication will be done to shortlisted candidates only.

**OTHER POSTS**

<b><u>POST 18/159</u></b>	:	<b><u>DEPUTY DIRECTOR - OFFICE OF THE HOD: DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON X1 REF: DCSSL/01/2026</u></b>
<b><u>SALARY</u></b>	:	R932 292 per annum (An all-inclusive remuneration package) (Level 11). The successful candidate will be required to enter into a Performance Agreement with the Head of Department (HOD). The shortlisted candidates will be subjected to a competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office An appropriate Degree (NQF Level 7) with 3 years' relevant experience in Junior Management level. Knowledge of Public Service legislation, regulations, and governance frameworks (e.g. PFMA and Treasury Regulations). Excellent communication skills (written and verbal). Planning and Organizational skills. Strong leadership and management capabilities. Advanced report writing and presentation skills. The ability to maintain confidentiality and retain professional image at all times. Good public relations. Excellent interpersonal skills for liaising with internal and external stakeholders. Ability to work in a team. Ability to work under pressure and manage competing or multiple priorities. Computer literacy (MS Word, Excel, PowerPoint).
<b><u>DUTIES</u></b>	:	Key performance areas: Provide executive support to the HOD • Ensure effective and efficient management of the office of the HOD Represent the HOD in specific circumstances as may be assigned to the HOD Report on and monitor output Manage, direct, assess written and verbal communication to and from the office of the HOD daily Monitor feedback weekly and manage system to obtain feedback and keep track of what needs to be followed up Facilitate, develop and coordinate the implementation of plans and monitor monthly and quarterly achievements based on the departmental objectives and procedures Manage expenditure daily in terms of the approved budget of the HOD and monitor budget monthly Attend to the preparation, compilation, editing and coordination of monthly, quarterly and annual reports as required by the MEC, HOD and Senior Management Administer and provide support to the HOD in daily routine, including arranging appointments, travel arrangements and general logistics Arrange meetings on behalf of the HOD both internally and externally.
<b><u>ENQUIRIES</u></b>	:	Mr V Mathebula Tel No: 013 766 4019 or Mr MG Mnisi 013 766 4057

- NOTE** : It is the Department's intention to promote representivity (race, gender, and disability)
- POST 18/160** : **DEPUTY- DIRECTOR - INTERNAL AUDIT: DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON X1 REF: DCSSL/02/2026**
- SALARY** : R932 292. per annum (An all-inclusive remuneration package) (Level 11). The successful candidate will be required to enter into a Performance Agreement with the Director: Internal Audit. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Head Office  
An appropriate Bachelor's Degree/ Advanced National Diploma in Internal Audit, Accounting, Finance (NQF Level 7). A minimum of three (3) years' experience at Junior Management Level within the Internal Audit environment. Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Applied strategic thinking, Budgeting and financial management, Communication and information management, Continuous improvement, Customer focus and responsiveness, Diversity management, Networking and building bonds, Planning and organising. Problem solving and decision-making, Project Management and Team leadership.
- DUTIES** : Key performance areas: Manage the internal audit services Audit planning and execution Quality assurance and reporting Compliance and continuous improvement (Keep up to date with new developments in the internal audit environment) Audit committee and stakeholder support Manage the provision of administrative support services.
- ENQUIRIES NOTE** : Mr V Mathebula Tel No: 013 766 4019 or Mr MG Mnisi 013 766 4057  
It is the Department's intention to promote representivity (race, gender, and disability)
- POST 18/161** : **ASSISTANT-DIRECTOR - INTERNAL AUDIT: DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON X1 REF: DCSSL/03/2026**
- SALARY** : R487 197 per annum (Level 09).
- CENTRE REQUIREMENTS** : Head Office  
An appropriate National Diploma in Internal Audit, Accounting, Finance (NQF Level 6). A minimum of three (3) years' experience within the Internal Audit environment. Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Communication, Conflict management, Report writing, Logical and analytical thinking, Able to interpret and apply policies, Peoples Management skills, Interpersonal Skills, Decision making, Problem solving skills and Presentation skills.
- DUTIES** : Key performance areas: Audit planning and execution Evaluate the department's controls/objectives to determine their effectiveness and efficiency through internal audits Compliance and Continuous Improvement (Keep up to date with new developments in the internal audit environment) Stakeholder engagement. Render administrative services in the unit.
- ENQUIRIES NOTE** : Mr V Mathebula Tel No: 013 766 4019 or Mr MG Mnisi 013 766 4057  
It is the Department's intention to promote representivity (race, gender, and disability)
- POST 18/162** : **INTERNAL AUDITOR- INTERNAL AUDIT: DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON X1 REF: DCSSL/04/2026**
- SALARY** : R413 001.per annum (Level 08)
- CENTRE REQUIREMENTS** : Head Office  
An appropriate Bachelor's Degree/National Diploma in Internal Audit/Accounting/Commence or finance. (NQF 6). A minimum of three (03)

years' experience in internal and external Audit standards. CIA/CA (SA) designation or pursuing designation will be an added advantage. Essential skills will include the following: Knowledge and understanding of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches Departmental policies/circulars/instructions/frameworks National guidelines/Acts/Regulations/norms and standards Internal Audit methodology Internal Audit Charter Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems).

- DUTIES** : Key performance areas: Perform planning of internal audit assignments  
Perform execution of internal audit assignments Report audit results Perform all administrative related functions.
- ENQUIRIES** : Mr V Mathebula Tel No: 013 766 4019 or Mr MG Mnisi 013 766 4057
- NOTE** : It is the Department's intention to promote representivity (race, gender, and disability)

#### **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.***

- CLOSING DATE** : 12 June 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](http://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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

#### **MANAGEMENT ECHELON**

- POST 18/163** : **DIRECTOR: ASSESTS MANAGEMENT REF NO: MPDoH/May/26/799**
- SALARY** : R1 266 714 per.annum. (Level 13) (All-Inclusive Remuneration Package).
- CENTRE** : Provincial Office, Mbombela (Nelspruit)
- REQUIREMENTS** : An under-graduate qualification (NQF Level 7) in Finance / Assets / Logistic Management as recognised by SAQA. At least five (5) years' experience at a middle / senior managerial level. Extensive knowledge and experience in Asset