

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 13 March 2026 @ 16h00
- NOTE** : The Z83 Form must be completed in the manner that it provides sufficient information about the candidate and the post that the candidate applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered and the form should be initialled (DPSA Circular 3 of 2025) The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the correct Post, correct Reference Number and correct name of the Department on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents re-appointment under Part F – “applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified”. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will also be subjected to practical assessments, will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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. SMS POSTS: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service

Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

MANAGEMENT ECHELON

POST 07/205 : **DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2025/26/28**
Re-advert applicants who applied previously are encouraged to reapply)

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), all-inclusive salary package
: Head Office, Mbombela
: An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics/Business Management with five (05) years relevant work experience at a middle/senior managerial level. Proven experience in Government policies and programmes. Sound knowledge and experience in small businesses and Women Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. Competencies: A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

DUTIES : Designing, implementing and monitoring programs aimed at enhancing the economic capabilities of individuals and communities often focusing on marginalized groups by facilitating access to skills training, business development support and network opportunities to promote sustainable economic development in the green economy, mining, agriculture, tourism and manufacturing. Facilitate the implementation of all economic empowerment charters in all the sectors of our provincial economy. Support the initiative to establish partnership within mining. Support MSI Training and incubation programme. Oversee and report on the implementation of policies, programmes, mechanisms and interventions that promote women, youth, black owned businesses and persons with disabilities. Manage/ strengthen and input on policies and programme that mainstream the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa. Management of governance within Economic Empowerment Directorate. Initiate and implement programmes that support the revitalization of rural and township economy. Identification of black owned companies participating in the green economy, mining value chain, tourism sector and manufacturing sector and link them with relevant stakeholders to get the appropriate support and funding. Identify and profile black owned companies in the province and develop a database of all empowered initiative. Management of all resources within the Directorate and handle all Auditor General queries and findings.

ENQUIRIES APPLICATIONS NOTE : Mr. SJ Xaba Tel No: (013) 766 4146
: Email application to: recruitmentdedt2@mpg.gov.za
: (Please note that this post was previously advertised on DPSA Vacancy Circular 10 on 14 March 2025 and applicants who applied previously are encouraged to reapply)

POST 07/206 : **DIRECTOR: COMMUNICATION REF NO: DEDT 2025/26/29**

SALARY CENTRE : R1 266 714 per annum (Level 13), all inclusive salary package
: Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised NQF level seven (07) tertiary qualification in Communication/Journalism/Marketing/Public Relations with five (05) years relevant work experience in government communication at a middle/senior managerial level. The prospective appointee must also be able to work under pressure; willing to work irregular hours (including weekends and public holidays); and also willing to travel extensively. Good understanding of the Departmental mandate in terms of applicable Acts, prescripts and regulations, as well as the media landscape. Competencies: A preferable candidate must competently display these competencies: excellent communication skills (verbal and written); excellent interpersonal skills; and have good understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. strategic capability, leadership, project management, financial management, knowledge management, service delivery innovation, problem-solving and analysis, people management and empowerment, client orientation and stakeholder liaison, customer focus and communication, honesty and integrity.

DUTIES : Media Relations: Oversee the management of media liaison, media monitoring and analysis services, facilitation of interviews, media-space buying and the implementation of mass media campaigns. Render spokesperson ship function by becoming the official spokesperson of the Department and strengthen and nurture media relations. Corporate Communication: Oversee the rendering and management of graphic design and layout service, production and publications, content development, editorial, corporate identity and brand management, updating of official online platforms. Stakeholder Relations: Oversee the rendering and management of community/public participation programmes, which include outreach programmes, exhibitions, social media interactions, photography, video production, and branding paraphernalia. Governance: Manage, develop personnel, financial and non-financial resources of the Directorate.

ENQUIRIES : Mr. SJ Xaba Tel No: (013) 766 4146
APPLICATIONS : Email application to: recruitmentdedt2@mpg.gov.za

OTHER POSTS

POST 07/207 : **ASSISTANT DIRECTOR TOURISM REF NO: DEDT 2025/26/32**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised undergraduate NQF Level six (6) tertiary qualification in Tourism Development/Tourism Management/Tourism Marketing with a minimum 3-years functional experience in tourism environment/ economic development. A valid driving licence. Knowledge of Tourism Second Amendment Act (3 of 2014) and applicable Tourism Policies Skills needed: Project management; Analytical thinking; Planning and Organisational; Problem-solving; Decision making, Creative thinking, Accuracy and numeracy; Computer literacy in MS Office (Word, Excel, Powerpoint); Communication (written and verbal); presentation; Leading and Supervising; Working with people; Networking; Ability to work independently and as part of a team, Ability to analyse, conceptualise and implement policy.

DUTIES : Stakeholder engagements, Project Management, Setting up meetings with stakeholders, Minutes taking, Assist the public with tourism related enquiries, Report writing, Data management. Initiate and facilitate capacity-building and tourism sector awareness programmes through business processes, information and training. Support and participate in all relevant provincial and national structures. Assist in the development of tourism strategies and programmes in line with the national and provincial plans. Assist in the establishment and supporting of tourism structures, give guidance to tourism structures, stakeholders and municipalities. Assist in the facilitation and coordination of implementation of the Provincial Tourism Master plan, and engage all relevant stakeholders in the Tourism Sector. Assist in the compilation of quarterly reports, that includes Performance information, Risk Management reports.. Perform any other work that may assigned to you by the manager.

ENQUIRIES : Ms. FP Sibiyi Tel No: (013) 766 4490
APPLICATIONS : Email application to: recruitmentdedt4@mpg.gov.za

POST 07/208 : **ADMINISTRATION OFFICER: OFFICE OF THE HOD REF NO: DEDT 2025/26/30**

SALARY : R325 101 per annum (Level 7)
CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognized NQF level six (6) tertiary qualification in Management Assistant / Secretarial / Office Administration / Office Management / Business Administration/ Public Management/ Administration with three (3) years' experience in rendering support to Senior Management Services. Willingness to work beyond regular hours to meet deadline. Experience in managing traveling arrangements, management of diary and calendar. Knowledge and experience in Microsoft Office Suite, Microsoft and other relevant software. Experience in report writing and providing Secretarial Services. Basic knowledge of the relevant legislations / policies / prescripts and procedures governing public service and Batho pele principles. Ability to manage multiple tasks. Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information., honesty and integrity, good verbal and written communication skills, presentation skills, advanced computer skills (word, excel, power-point).

DUTIES : Perform office management duties such as typing of letters, memos, reports and related correspondence, photocopying. Receive and screen telephone calls in the Office and direct them accordingly. Ensure that office equipment, such as photocopiers are in good working order. Record the engagements and advise accordingly in the Office. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Check the correctness of submission/reports. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents in the office. Make travel arrangements, accommodation, flights, meeting, venue. Diaries and confirm appointments for senior managers. Uphold a positive image of the office. Take minutes, prepare presentations. Responsible for office items like stationary, refreshments etc, for the activities of the HOD. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Prepare logistical arrangements for meetings when required.

ENQUIRIES : Ms. J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email application to: recruitmentdedt6@mpg.gov.za

POST 07/209 : **COMMERCIAL CLEANER REF NO: DEDT 2025/26/31**

SALARY : R138 486.per annum (Level 2)
CENTRE : Gert Sibande District, Ermelo
REQUIREMENTS : Grade ten (10) certificate with knowledge and skills of general hygiene, cleaning products and application, basic literacy and communication skills. Prepare to work autonomously and under pressure. Ability and knowledge to use a variety of cleaning equipment and products. Relevant work experience will serve as an added advantage.

DUTIES : Perform generic cleaning duties i.e. sweeping, buffing, mopping, dusting, emptying trashcans, vacuuming, polishing woodwork, wiping tables, scrubbing toilets and cleaning dishes and cutleries. Assist whenever there is a need.

ENQUIRIES : Ms. NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email application to: recruitmentdedt5@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.

CLOSING DATE : 13 March 2026.

NOTE : 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