

**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.***

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	22 December 2025 @ 16h00
<b><u>NOTE</u></b>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applicants must indicate the Post, Reference Number 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 must be answered by applicants who were previously appointed in the public service. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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.

#### OTHER POSTS

**POST 45/260** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DEDT 2025/26/06**

(Please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply)

**SALARY** : R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Head Office: Mbombela  
: An appropriate SAQA recognized LLB Degree with at least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's license.

**DUTIES** : Facilitate and Render legal advisory services on diverse legal issues to the MEC, the HOD and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Manage litigation instituted by and against the Department, Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

**ENQUIRIES APPLICATIONS** : Ms. LP Mabaso Tel No: (013) 766 4424  
: Email to [recruitmentdedt3@mpg.gov.za](mailto:recruitmentdedt3@mpg.gov.za)

**POST 45/261** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDT/2025/26/22**

**SALARY** : R325 101 per annum (Level 07)

**CENTRE** : Head Office: Mbombela

**REQUIREMENTS** : An appropriate SAQA recognized NQF level six (6) tertiary qualification in Accounting/Financial Accounting/Financial Management with three (3) years relevant work experience in final payments/creditors payments/salary administration. Sound reasoning, mathematical, accounting and problem-solving ability. Basic working knowledge of computer systems in the Public Service/Private Sector, including PERSAL, BAS, Invoice Tracking System, MS Word, Excel, PowerPoint and Outlook. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero-defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure. A valid drivers license.

**DUTIES** : Monthly closure on BAS. Capture journals to clear suspense accounts. Manage cash-flow on PMG account to avoid bank overdraft. Submit monthly/quarterly reports on equitable share, transfers to Public Entities. Attend to requests for information (RFI) from both internal and external auditors (AGSA). Ensure timeous processing of payments to related parties/beneficiaries. Assist with and coordinate related administrative tasks. Capturing of all final payments and related transactions on PERSAL and on the Financial Management System (BAS). Ensuring that all accounting records, documentation and files are safeguarded and readily available for

		audit purposes. Perform any other duties that will be assigned by the Manager/Supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms. NC Ndlala Tel No: (013) 766 4370
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:recruitmentdedt5@mpg.gov.za">recruitmentdedt5@mpg.gov.za</a>
<b><u>POST 45/262</u></b>	:	<b><u>SUPPLY CHAIN CLERK: SCM REF NO: DEDT/2025/26/23</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Logistics/ Supply Chain Management/ Public Administration/ Cost and Management Accounting with three years relevant work experience in a supply chain management environment, in demand and acquisition management and management of service provider's contracts, performance and management. In-depth knowledge and understanding of the Public Finance Management Act (PFMA), its Treasury Regulations, the Preferential Procurement Policy Framework Act (PPPPFA), B-BBEE legislation, and National Treasury SCM instructions and notes. Well established knowledge of general SCM principles, including demand management, acquisition, inventory management, and contract management. Operational knowledge of procurement processes of goods and services and procurement management systems i.e. LOGIS, BAS etc. Sound reasoning, mathematical, accounting and problem-solving ability. Basic working knowledge of computer systems in the Public Service/Private Sector, including PERSAL, BAS, Invoice Tracking System, Central Supplier Database (CSD), MS Word, Excel, PowerPoint and Outlook.
<b><u>DUTIES</u></b>	:	Supervising and monitoring SCM clerical activities, ensuring compliance with all SCM legislative requirements (PFMA, Treasury Regulations, etc. Managing demand and acquisition clerical support, including sourcing (requesting and receiving) quotations, placing orders, maintaining and updating supplier databases. Administering contract management processes, including maintaining contract files and assessing supplier performance. Rendering asset management clerical support, which involves maintaining records, verifying asset registers, and managing disposals. Preparing payment documents and assisting with account reconciliation. Compiling reports and statistics related to SCM activities. Verify inventory register. Register suppliers on LOGIS. Capture specifications on the electronic purchasing system and place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents. Render logistical support services, which include printing orders for goods and services. Receive and verify goods and services from suppliers. Capture goods in requests database, receive request for goods from end users. Issue goods to end users. Maintain goods register and update and maintain register of suppliers. Perform any other relevant duties as directed by the Manager/Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. J Mabuza Tel No: (013) 766 4140
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:recruitmentdedt6@mpg.gov.za">recruitmentdedt6@mpg.gov.za</a>
<b><u>POST 45/263</u></b>	:	<b><u>RECEPTIONIST REF NO: DEDT 2025/26/24</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Ehlanzeni District: Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The applicant must have the following skills problem solving, communication, computer literacy, customer orientation.
<b><u>DUTIES</u></b>	:	Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the telephone directory for the District Office, maintain relevant files. Receive and re-reroute incoming mail and packages. Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in. Maintain the cleanliness and order of the reception area.
<b><u>ENQUIRIES</u></b>	:	Ms. FP Sibiya Tel No: (013) 766 4490
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:recruitmentdedt4@mpg.gov.za">recruitmentdedt4@mpg.gov.za</a>