

**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.

<u>APPLICATIONS</u>	:	Applications must be submitted online through the Provincial e-Recruitment Portal at https://erecruitment.mpg.gov.za . Applicants are required to register and create a profile on the system before submitting their applications. A comprehensive, recently updated Curriculum Vitae (CV) including three (3) contactable references and all mandatory documents must be uploaded on the portal to apply for these opportunities. No manual, emailed or faxed applications will be accepted.
<u>CLOSING DATE</u>	:	30 October 2026 @ 16h00
<u>NOTE</u>	:	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 is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). 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 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". It will be expected of the shortlisted candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. The top 2 candidates will be subjected to personnel suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. 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. 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. 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. 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.

MANAGEMENT ECHELON

<u>POST 37/208</u>	:	<u>DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2026/27/22</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Economics at NQF Level 7 as recognised by SAQA. A Post Graduate Degree in Economics will serve as an added

advantage. A minimum of five (5) years' at Middle/Senior Managerial level experience focusing on Economic Analysis, Economic Modelling, Economic Research. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment. A valid driver's licence. The successful candidate must have: A rigorous and in-depth knowledge of Economic Analysis, Applied Statistics, and Econometrics, data management, and strategies in the public sector. Knowledge of information sharing mechanisms and platforms. A thorough understanding of relevant legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service Regulatory Framework, e.g. Public Service Act, PFMA, Municipal Finance Management Act (MFMA), Economic Modelling Packages (such as EViews, Stata and others), Treasury Regulations, Provincial Growth and Development Strategy (PGDS), National Development Plan (NDP), Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to provide leadership in provincial and national economic analysis, forecasting, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills. strategic capability, leadership.

DUTIES

: Manage the analysis of Statistics South Africa (Stats SA) consumer price index (CPI) reports and develop monthly Provincial Inflation Bulletins. Coordinate the production of quarterly Provincial Labour Bulletin after Stats SA Quarterly Labour Force Survey (QLFS) releases. Manage the collection of data and production of Socio-Economic Profiles of each district and local municipality. Manage and analyze the potential and constraints for growth and development in the province and their interaction within governmental spending and revenue patterns/trends. Manage and coordinate key socio-economic indicators by means of trend and comparative analysis and produce an annual PERO (Provincial Economic Review and Outlook) and SERO (Socio-Economic Review and Outlook) reports bi-annually. Prepare and deliver presentations to convey complex economic data and insights. Coordinate, manage, conduct and disseminate socio-economic research & analysis to inform the departmental and provincial planning, policy, strategy and budget processes. Manage, co-ordinate and commission socio-economic research to analyze, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries/sectors in Mpumalanga. Oversee the compilation of relevant quality and credible economic research reports on a quarterly basis in line with Government economic priorities. Present research findings to relevant decision-making fora in the province for evidence-based decision making. Participate in relevant socio-economic forums in Mpumalanga such as LED, IDP, DDM, OTP research forums, as well as inter-provincial economic forums such as the Public Sector Economist Forum (PSEF) and Tourism Statistics Forum. Manage and provide input into socio-economic section of the IDPs and LED strategies. Manage, conduct, compile and disseminate e-based research reports that are relevant in providing support and advice to economic planning and decision-making processes. Provide technical assistance and support in the application of economic analysis tools. Scrutinize technical reports and provide subject matter expertise. Manage the provision of economics data into research and departmental publications. Manage the provision of administrative support services: Manage the delivery of the Annual Performance Plan (APP) and AOP (Annual Operational Plan) targets. Manage budget of the directorate. Manage human resources. Monitor proper utilization of assets allocated to the directorate. Develop and implement strategies to address identified risk and complete risk management reports. Manage the improvement of internal controls.

ENQUIRIES

: Mr. SJ Xaba Tel No: (013) 766 4164

OTHER POSTS

<u>POST 37/209</u>	:	<u>ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2026/27/13</u> Please note that this post was previously advertised on DPSA Circular 44 of 2025, applicants who applied previously are encouraged to reapply
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Gert Sibande: Ermelo
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level six (06) tertiary qualification in Economics/Business Administration with three (3) years work experience in trade and development promotion/sector development/industry development. Valid driver's license. Knowledge of the legal framework, Public Finance Management Act, International Trade and Promotion. Work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills.
<u>DUTIES</u>	:	Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.
<u>ENQUIRIES</u>	:	Ms. LP Mabaso Tel No: (013) 766 4424
<u>POST 37/210</u>	:	<u>INDUSTRY ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2026/27/14</u> Please note that this post was previously advertised on DPSA Circular 10 of 2025 as Trade Advisor: Trade and Development, applicants who applied previously are encouraged to reapply.
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gert Sibande District Office: Ermelo
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management with two (2) years work experience in trade and development environment. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills. Valid Driver's License.
<u>DUTIES</u>	:	Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.
<u>ENQUIRIES</u>	:	Ms LP Mabaso Tel No: (013) 766 4424
<u>POST 37/211</u>	:	<u>ASSET CONTROLLER REF NO: DEDT 2026/27/15</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Supply Chain Management/ Purchasing / Logistics / Public Administration/ Finance / Accounting with two (2) years experience in Asset Management environment. Valid Driver's License. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills.

<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed of assets in the register. Update inventory lists. Ensure that asset policies, procedures and guidelines are reviewed, updated and implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for finance/operating Leases. Verify the existence of Finance/operating Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance/operating Lease registers. Ensure monthly payments are processed on the basis of invoices received. Ensure reconciling items on ledger, registers and supplier accounts are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes.
<u>ENQUIRIES</u>	:	Ms. FP Sibiya Tel No: (013) 766 4490
<u>POST 37/212</u>	:	<u>BUSINESS ECONOMIST: ECONOMIC EMPOWERMENT REF NO: DEDT 2026/27/16</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Ehlanzeni District Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management with two (02) years work experience in economic empowerment environment. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Computer skills and valid driver's license.
<u>DUTIES</u>	:	Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.
<u>ENQUIRIES</u>	:	Ms. FP Sibiya Tel No: (013) 766 4490
<u>POST 37/213</u>	:	<u>BUSINESS ECONOMIST: ECONOMIC EMPOWERMENT REF NO: DEDT 2026/27/17</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Nkangala District Office: Emalahleni
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management with two (02) years work experience in economic empowerment environment. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Computer skills and valid driver's license.
<u>DUTIES</u>	:	Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.
<u>ENQUIRIES</u>	:	Ms P Madlala Tel No: (013) 692 6300
<u>POST 37/214</u>	:	<u>COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: DEDT/2026/27/18</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA NQF level 6 in Communication/Journalism/ Marketing/ Public Relations with two (02) years work experience in communication environment. Valid driver's license. Have an ability to work under pressure;

		prepared to work irregular hours (including weekends and public holidays); and travel extensively, when required to meet tight deadlines. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations. The successful candidate must be able to display the following competencies: multi-tasking, strong public relations, Project Management, time management and prioritising skills, with a pro-active approach, excellent written and verbal communication skills, and attention to detail, knowledge and understanding of government corporate ethos and values. The prospective candidate must be computer literate including the use of various software programmes at high proficiency level.
<u>DUTIES</u>	:	Regularly update stakeholder database; Coordinate the compilation of the Departmental Calendar of Events; Assist in co-ordinating Departmental Public Participation Programmes and campaigns; Manage all Departmental exhibitions; Produce content for both internal and external publications; Develop content for all information promotional material; Disseminate information and interact with stakeholders via Departmental social media platforms; Render branding service; Render photography service; Liaise and work closely with Departmental Public Entities and other stakeholders; Compile and submit required reports; Provide general administrative support; Perform any other relevant duties as directed.
<u>ENQUIRIES</u>	:	Ms. NC Ndala Tel No: (013) 766 4370
<u>POST 37/215</u>	:	<u>HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2026/27/19</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration with two (2) years' experience in HRM environment. Valid driver's license. Understanding of the government frameworks, knowledge of PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.
<u>DUTIES</u>	:	Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Conduct quality assurance on the submitted PMDS documents. Capture Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate and updated PMDS database. Facilitate the implementation of Annual Assessment outcome (pay progression) and prepare moderation outcome letters. Facilitate the Development of EE Plan and EE Reports. Assist in the development of the cost per head document. Administer secretariat services to committees facilitated by the Human Resource Planning and PMDS Sub-Directorate. Maintain an HR Policies register, and job descriptions and job evaluation results database.
<u>ENQUIRIES</u>	:	Ms NC Ndala Tel No: (013) 766 4370
<u>POST 37/216</u>	:	<u>MESSENGER/DRIVER REF NO: DEDT 2026/27/20</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Nkangala District: Kwamhlanga
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, valid driver's license, Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising, valid PDP licence. Knowledge of roads and places, Knowledge of Batho Pele Principles, Knowledge of messenger services. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office or courier services, including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy

	and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.
<u>ENQUIRIES</u>	: Ms P Madlala Tel No: (013) 692 6300
<u>POST 37/217</u>	: <u>RECEPTIONIST REF NO: DEDT 2026/27/21</u>
<u>SALARY</u>	: R201 093 per annum (Level 04)
<u>CENTRE</u>	: Head Office: Mbombela
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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 telephonic calls. Maintain the telephone directory for the Office. Receive and re-route 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.
<u>ENQUIRIES</u>	: Ms. MS Mahlangu at 066 245 9720

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>	: 30 October 2026
<u>NOTE</u>	: 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 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) 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. ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 30 dated 21 August 2026, the post of Operational Manager Nursing