



MPUMALANGA PROVINCIAL GOVERNMENT



OFFICE OF THE PREMIER



office of the premier
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

ALL POSTS ARE BASED IN MBOMBELA

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the two posts of Director-General: Office of the Premier of Mpumalanga and Head of Department: Culture, Sport and Recreation.

The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

Applications should be submitted in a duly completed recent Z83 form issued by the Minister for the Public Service and Administration, accompanied by detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications.

The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement.

Successful candidates will be required to disclose their financial interests.

1. Post: **DIRECTOR-GENERAL**

OFFICE OF THE PREMIER OF MPUMALANGA

(Ref: OTP/DG/2024/1) • Centre: MBOMBELA

Salary: R2 259 984.00 per annum (all-inclusive package). In addition, 10% allowance is payable as Head of Department (Level 16)

Requirements: • An appropriate postgraduate qualification (NQF level 8) as recognized by SAQA. 10 years' experience at a Senior Management level.

Essential skills will include: • Strategic Capability and leadership • Financial Management • Change management. Knowledge Management and Empowerment. Programme and Project Management. Service Delivery Innovations. Client Orientation and Customer Focus. Problem Solving and Analysis. Communications

The ideal candidate should have the following qualities: • Strong strategic thinking capability • Leadership and Interpersonal Skills • Potential for success in public management • Managerial ability in Government, NGO, CBO or private sector • Demonstrate leadership and strategic vision to operate in a complex and changing environment • Experience in the implementation of management programmes within the public sector institutions • Experience in change management and managing diversity in a dynamic, transformational and reforming environment.

Key Performance Areas: • Be the Accounting officer of the Office of the Premier • Ensure efficient and effective management of the administration of the Office of the Premier • Implement and manage the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Office of the Premier • Ensure compliance with the provision of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Office of the Premier • Exercise delegated powers in line with the Public Service Regulations • Manage the financial, human and physical resources of the Office of the Premier efficiently and in accordance with the government policies • Render support service to the Premier and Executive Council • Drive macro policy and planning services for the province and ensure corporate compliance and communication • Monitor the implementation of policy guidelines in relation to target groups and conduct internal audits and special investigations • Contribute to the realisation of the Growth and Development Strategy of the Province as well as Mpumalanga Vision 2030.

2. Post: **HEAD OF DEPARTMENT (HOD)** **CULTURE, SPORT AND RECREATION**

Ref: (HOD/CSR/2024) • Centre: MBOMBELA

Salary: R1 741 770.00 per annum (all-inclusive package). In addition, 10% Allowance is payable as Head of Department (Level 15)

Requirements: An appropriate undergraduate qualification and a postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level.

Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government.

The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

Key Performance Areas: As an Accounting Officer for the Department of Culture, Sport and Recreation the incumbent will be responsible for the following: • Ensuring the efficient and effective management of Culture, Sport and Recreation matters • Ensuring the promotion and preservation of diverse cultural heritage • Overseeing the facilitation of Sport Development and mass participation • Overseeing the management of Public libraries and ensure the promotion of arts and crafts • Implementing and managing the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Department of Culture, Sport and Recreation • Ensuring compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department • Exercising delegated powers in line with the Public Service Regulations • Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies.

These are contract posts and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and only shortlisted candidates will submit certified copies of qualification and comprehensive CV.

Enquiries should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004

Please forward your application, quoting the relevant reference number to: The (A) Deputy Director-Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: smonareng@mpg.gov.za

If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

Closing date: 08 December 2024