



POST ADVERT

THE POST IS BASED IN
MBOMBELA

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below.

The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, 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.

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

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 recommended candidates for Senior Management Level (SMS) and Middle Management Level (MMS) posts shall be subjected to a competency assessment.

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

Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

POST 01 : DEPUTY DIRECTOR- STRATEGIC MANAGEMENT & PLANNING

REF : DD-SMP/OTP/01

SALARY : AN ALL-INCLUSIVE REMUNERATION PACKAGE OF R932 292.00 PER ANNUM (SALARY LEVEL 11)

The successful candidate will be required to enter into a Performance Agreement with the Director: Strategic Management and Planning.

REQUIREMENTS: An appropriate SAQA recognized undergraduate in Public Administration/Public Affairs/Public Management/ Monitoring and Evaluation or relevant qualification (NQF Level 07). A minimum (3) years of functional work experience and should be at junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement frameworks. Understanding of project management and financial management. In-depth knowledge and understanding of: Legislation governing planning and reporting. Data Collection. Analysis and report writing. Research methodology. Strategic Planning Processes. Ability to develop and apply policies. Sound organizing, planning and excellent communication skills. Ability to work under pressure and long hours.

ESSENTIAL SKILLS WILL INCLUDE THE FOLLOWING: Knowledge and Understanding of DPME Revised Framework, Project Management, Legislative Mandates, Treasury Regulation and Public Service Act. Competent skills in Computer Literacy, People Management, Planning and Organising, Report Writing and Minute Taking, Decision- making, Analytical Thinking and Problem Solving, and Communication and Presentation.

DUTIES: Facilitate and coordinate operational and strategic planning processes• Facilitate the development of a Strategic Plan, Provincial Program of Action and Annual Performance Plan• Coordinate the development of the departmental Annual Operational Plan• Develop, review and coordinate the implementation of departmental Information and Knowledge Management strategies, policies, frameworks, standard operating procedures and implementation plans• Coordinate and support Knowledge Management maturity assessments, compliance assessments, evidence collection, remedial action plans and reporting to oversight structures• Align Information and Knowledge Management initiatives with government priorities, departmental strategic plans, annual performance plans, operational plans• Develop compliance matrix• Develop reporting templates as per the approved plans• Prepare Knowledge Management performance information for monthly, quarterly and annual reporting.

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

POST 02 : DEPUTY DIRECTOR- RISK MANAGEMENT- BUSINESS CONTINUITY MANAGEMENT

REF : DD-BCM/OTP/02

SALARY : AN ALL-INCLUSIVE REMUNERATION PACKAGE OF R932 292.00 PER ANNUM (SALARY LEVEL 11)

The successful candidate will be required to enter into a Performance Agreement with the Director: Risk Management.

REQUIREMENTS: Bachelor's degree or equivalent qualification in risk management, or a related field. Professional certifications in business continuity management. Minimum of (3) years of experience in business continuity management and 5 years in related field. Strong knowledge of business continuity management principles, methodologies, and best practices. Knowledge of BCM standards and frameworks such as ISO 22301 or NIST SP 800-34. Project management skills, with the ability to manage multiple projects simultaneously and meet tight deadlines. Familiarity with business continuity management software, tools and technologies. Experience in conducting risk assessments and business impact analyses..

ESSENTIAL SKILLS WILL INCLUDE THE FOLLOWING: Risk management. Ethics management. Business Continuity Management. Interpersonal relations. Strategic capability and leadership. Financial management. Change management. Report writing and presentation. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Communications.

DUTIES: Develop and maintain business continuity program • Manage the entity-wide business continuity strategies and response arrangements • Provide technical advice to management to carry out business impact analysis and prepare business continuity plans • Manage the design, build, test and monitor the implantation of capacity BC planning • Liaise with ICT to ensure integration on business continuity plans to the disaster recovery • Develop central source of information and conduct awareness workshop.

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

POST 03 : SENIOR STATE LAW ADVISER- LEGAL ADVISORY SERVICES (OSD)- RE-ADVERTISEMENT

REF : SSLALS/OTP/03

SALARY : AN ALL-INCLUSIVE REMUNERATION PACKAGE OF R1 242 915.00 PER ANNUM (LP9-OSD)

The successful candidate will be required to enter into a Performance Agreement with the Principal State Law Adviser.

REQUIREMENTS: An LLB degree or a recognized 4-year legal qualification equivalent to NQF 8. Admission as an Advocate or Attorney. At least eight (8) years' appropriate post qualification litigation/advisory experience. A postgraduate qualification will be an advantage; Knowledge of particular aspects of the Law; Knowledge and understanding of Constitutional Law, Human Rights and the Constitution of South Africa, practical experience in drafting of Bills; Knowledge of specifically the Public Service Act, Public Finance Management Act and Treasury Regulations. Skills and competences: Legal Research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and Leadership skills. Ability to work as part of a team, individual and to function effectively under pressure.

ESSENTIAL SKILLS WILL INCLUDE THE FOLLOWING: Drafting of Provincial legislation, legal opinions and interpretation of legislation. Strategic capability and leadership, financial management, change management, knowledge management, People management and empowerment, programme and project management, service delivery innovations, communication, client orientation and customer focus, problem solving and analysis.

DUTIES: Provision of legal advice and furnishing of oral and written legal opinions and assistance to the Mpumalanga Provincial Government • Being responsible for the drafting of Provincial legislation and on a continuous basis, for the rationalization of Provincial laws, including old order legislation • Draft employment contracts, service level agreements, memoranda, letters and any other documents with a legal bearing • Formulate and scrutinize Provincial legislation, including subordinate legislation, i.e. Proclamations, Notices, Regulations, etc • Certify internal documents • Making inputs concerning policy formulation and implementation and preparing comments on draft Bills and policies of National Departments • Management of risks as identified in respect of the Legal Advisory Services Unit.

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

POST 04 : PERSAL CONTROLLER- FINANCIAL MANAGEMENT

REF : PC-FM/OTP/04

SALARY : R487 197.00 PER ANNUM (SALARY LEVEL 09)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Accounting/Financial Management (NQF Level 6) or Financial related Field. Minimum of 3 years' experience working in financial systems. Computer literacy. The candidate must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System. Knowledge of Public Financial Management Act. Basic Accounting System (BAS) and other financial systems (LOGIS, PERSAL, etc.) Financial reporting. Treasury regulations.

ESSENTIAL SKILLS WILL INCLUDE THE FOLLOWING: Planning and Organising Skills. Communication. Conflict management. Motivation skills. Report writing. Logical and analytical thinking. Peoples Management skills. Interpersonal Skills. Decision making. Problem solving skills. Minutes taking

DUTIES: Register and maintain PERSAL user profile • Register PERSAL user and revisers, ensure orientation and maintain profile through selective allocation of functions • Facilitate the training of PERSAL users in the Department • Signing of monthly Racef reports and examining of daily Racef Report • Reset revoked users and restore their access to the salary system when authorised • Develop, review and maintain policy, procedures and best practices pertaining to PERSAL user and system management • Represent the Department on the provincial PERSAL forum • Regularly monitor the audit and control reports available on PERSAL.

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

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

CLOSING DATE: 23 OCTOBER 2026