



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 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 candidate for this post 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.

01. Post: CHIEF DIRECTOR: CORPORATE MANAGEMENT

Ref: CD-CM/OTP/01

Salary: An all-inclusive remuneration package of R1 494 900.00 per annum (Level 14).

The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent NQF 7 qualifications in Public Administration/Public Management/Human Resources Management/Public Affairs/Law (NQF Level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at a Senior Management level. Experience in the fields of human resource management, human resource development, labour relations, policy management, communications, legal services, strategic planning would be an added advantage. Knowledge in the Public Service will be an added advantage.

Essential skills will include the following: Proven experience in Strategic leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, Government systems and structures, and Internal performance and evaluation reporting.

Duties: Provide an informed advice on corporate management matters • Coordinate the development and implementation of a comprehensive corporate management strategy • Monitor the implementation of internal human resource management and development policies and strategies • Monitor the coordination of strategic management and planning activities • Monitor the implementation of internal communication programmes • Monitor the implementation of internal legal services • Monitor the implementation of internal transversal (special) programmes • Manage compliance to government prescripts, rules and regulations • Manage the provision of administrative support services within the Chief Directorate • Coordinate the identification and management of all risks within the Chief Directorate • Coordinate and conduct the Chief Directorate's business reviews • Manage the provision of administrative support services.

02. Post: CHIEF DIRECTOR: HUMAN RIGHTS TRANSFORMATION

Ref: CD-HRT/OTP/02

Salary: An all-inclusive remuneration package of R1 494 900.00 per annum (Level 14).

The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent in Public Management/Administration/ Public Affairs (NQF level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Senior Management level. Experience in the fields of managing HIV/AIDS Programmes, Special Programmes, Youth Development and Transformation would be an added advantage.

Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and

Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts.

Duties: Coordinate the provision of secretariat services to the Mpumalanga Provincial AIDS Council • Coordinate and support Government Departments; civil society and NGO on the implementation of the Provincial Strategic Plan on HIV and AIDS, STI and TB • Coordinate the mainstreaming and implementation of target groups policy imperatives • Monitor the implementation of older persons programs • Facilitate the integration of disability in the departmental programmes and projects. • Coordinate and manage the implementation of youth development policy Imperatives in the province • Manage the evaluation of impact of the provincial youth policies and strategies • Manage and monitor identification and provision of economic opportunities to the youth of the province • Coordinate and manage the implement transformation imperatives of the public service • Coordinate the development of provincial service delivery improvement plans • Facilitate the development of service standard and monitor such standards • Coordinate and monitor the implementation of Batho Pele Revitalisation Programme • Overseeing the development, review, and implementation of policies, strategies, plans, and norms related to public service transformation • Monitor the alignment of provincial policies with public service transformation agenda • Manage the provision of administrative support services.

03. Post: DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Ref: D-IHRM/OTP/03

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Corporate Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or an equivalent in Human Resource Management/ Public Administration/ Management/ Public Affairs (NQF Level 7) or related fields. A minimum five (5) years of experience at middle/senior managerial level. Experience in the fields of human resource management, human resource development would be an added advantage.

Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, and Human Resource Management.

Duties: Manage the human resource practices, administration • Manage recruitment, selection, appointments of employees • Manage compensation and conditions of service • Manage the development and implementation of human resource organisational strategy and planning • Manage HR information system, organisational strategy and planning services • Monitor the human resource utilisation and capacity development services • Manage and monitor the implementation of skills development legislation • Manage and coordinate the implementation of learnership and internship programmes • Manage and coordinate the provision of the training and development of employees • Facilitate the implementation of performance management and development System • Manage records and auxiliary services • Maintain safe custody of electronic and audio visual records • Manage the employee health and wellness programmes • Manage the implementation of occupational health and safety programmes • Design and implement employee assistance and wellness programmes • Monitor and evaluate employee assistance and wellness programmes • Manage organisational design and job evaluation • Manage the provision of administrative support services.

04. Post: DIRECTOR: FORENSIC INVESTIGATIONS

Ref: D-FIOTP/04

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or an equivalent (NQF level 7) in Investigations/Law/ Forensic Audit/Commercial Crime Investigations/Internal Audit. Membership with the ACFE (Association of Certified Fraud-Examiners) will be an added advantage. A minimum five (5) years of experience at middle/senior managerial level. Experience in the field of forensic investigations would be an added advantage.

Essential skills will include the following: Proven experience in Forensic Investigations Applicable prescripts, Forensic procedures and practices, Human Resource Management, Financial Management, Computer literate, and Public Service legislation. Skills in Management, Planning and organizing, Report writing, Decision making, Analytical thinking and problem solving, as well as Communication and presentation.

Duties: Manage and conduct investigations pertaining to various types of fraud and corruption • Receive and analyse allegations from the National Anti-Corruption Hotline, Municipalities, Provincial Departments, Public and Whistle-Blowers for allocation to Investigators

- Provide feedback regarding status of cases to applicable structures i.e. MANCOM, Provincial Management Committee etc. • Liaise with relevant stakeholders i.e. Internal Audit in all Departments to detect the trends of fraud, corruption and maladministration • Liaise with external stakeholders (e.g. Hawks, AFU, SARS, Crime Intelligence Unit, SSA, etc.) to identify trends of fraud and corruption in the Province
- Review forensic audit reports from investigators • Management of case database and tracking system • Receive allegations from PSC, Departmental/ Municipal Referrals and whistleblowers • Ensure all cases are registered and allocated to investigators • Provide technical support to Departments and Municipalities on the status of investigations • Support Departments/Municipalities during audit and strategic planning sessions • Advise on systematic recommendations pertaining to finalised investigations • Manage all reports pertaining to litigations • Attend and provide evidence during litigations • Supply all relevant stakeholders with relevant documentation • Liaise with all legal personal regarding cases for criminal proceedings • Provide advice to litigation teams when necessary • Manage and monitor the Provincial Litigation Register.

05. Post: DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE

Ref: D-IMG/OTP/05

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or an equivalent in Risk Management/Internal Auditing or related fields (NQF level 7). Certificate in Ethics from a reputable Institute such as The Ethics Institute will be an added advantage. A minimum of five (5) years' relevant experience at Middle Management level. Experience in the field of ethics, integrity and governance management would be an added advantage.

Essential skills will include the following: Proven experience on governance, development of Strategies and Policies in investigation, Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies.

Duties: Monitor the implementation of the National and/or Provincial Anti-Corruption Strategy • Develop plan of the provincial anti-corruption and whistle-blowing strategies in consultation with stakeholders such as provincial departments and municipalities • Manage and coordinate stakeholder interface • Facilitate the establishment of relevant Provincial Committees/Forums and render secretariat and/or technical support • Conduct education and awareness campaigns on integrity, ethics and good governance. Identify stakeholders with training on integrity and ethics related matters • Conduct research on reported cases that relates to anti-corruption, develop training aids (presentation, video, pamphlets, etc.) • Conduct workshops, presentations and advocacy towards achieving good ethical behaviour or conduct • Facilitate the training of practitioners on ethics matters • Manage the provision of administrative support services. Manage development of the annual performance and operation plans of the program • Facilitate the delivery of Annual Performance Targets and optimal performance of the program • Monitor the implementation of the risk management strategies for the identified risks • Oversee and manage the improvement of internal controls • Manage the provision of administrative support services.

06. Post: DIRECTOR: INTEGRATED SECURITY MANAGEMENT

Ref: D-ICS/OTP/06

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent in Security Management/Policing (NQF level 7) and any other related fields. A minimum of five (5) years relevant experience at Middle Management level. Experience in the fields of security management, vetting and/or protocol services would be an added advantage.

Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy, Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Security Management Prescripts, Human Resource Management, Public Service prescripts, and Minimum Information Security Standards (MISS).



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Duties: Coordinate the provision of Integrated provincial security management services • Develop Provincial Security Management Policy Framework • Facilitate the approval of the relevant Policy frameworks on Integrated Security Management • Manage and coordinate the screening and vetting services in the province • Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates • Develop and manage the implementation of policies and standards operating procedures • Monitor and validate existing security clearances • Coordinate and conduct education and awareness workshop on security management • Develop Information and physical security risk assessment plan in government strategic buildings and other areas • Coordinate and facilitate communication security training with SSA in accordance with the Communication Security Act • Manage the provision of protocol services in the province • Coordinate the development of the provincial protocol policy • Facilitate the approval of the provincial policy on protocol • Monitor compliance of the policy during the implementation phase • Ensure the rendering of protocol support services to the Premier and Executive Authorities • Manage the rendering of ceremonial services and state visits matters • Manage the provision of administrative support services.

07. Post: DIRECTOR: CORPORATE COMMUNICATION SERVICES

Ref: D-CCS/OTP/07

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent NQF level 7 in a relevant field, such as in Communication, Public Relations, Media Liaison, Journalism, or any other related field. A minimum of five (5) years relevant experience at Middle Management level. Experience in the field of corporate communication services would be an added advantage.

Essential skills will include the following: Excellent communication skills including advanced writing, editing, and verbal skills for various platforms and audiences. Stakeholder liaison and interpersonal skills, Understanding of the government communications system. Media Management and PR: Experience in leading and driving interaction between the department and the media and overseeing branding and corporate identity. Digital and Multimedia Skills: Proficiency in managing social media platforms, websites, and multimedia production initiatives. Analytical skills, Report writing skills, Computer literacy as well as Presentation and Facilitation Skills.

Duties: Manage and coordinate the provision of printing services • Coordinate the design and printing of Annual Reports • Facilitate the signing of the annual report by the Premier • Coordinate and manage the publication of Internal Newsletters monthly • Coordinate publication of External Newsletters quarterly • Coordinate the design of programmes for internal and external events as well as the printing of speeches • Manage the branding and marketing services of the province • Manage the provincial calendar of events • Identify matters of public interests and develop concept documents • Coordinate and monitor radio talk-shows • Coordinate branding of events as well as Manage the promotion of provincial corporate identity and monitor compliance • Coordinate the provision of audio-visuals and graphic design services • Manage the production of recorded video material • Coordinate Livestreaming of events • Manage the development of visual concepts and create layouts for a wide range of applications, such as advertisements, websites, social media, logos, and packaging • Prepare final files for production • Monitor all created assets to ensure they align with the provincial government's visual brand guidelines • Manage the provision of administrative support services.

08. Post: DIRECTOR: TRANSVERSAL HR SERVICES

Ref: D-THRS/OTP/08

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Strategic Human Resources. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent in Human Resource Management/Public Management/ Public Administration (NQF Level 7) or related fields. A minimum of five (5) years relevant experience at Middle Management level. Experience in human resources management and policy development, monitoring and evaluation would be an added advantage.

Essential skills will include the following: Proven experience in strategic capability and leadership, people management and empowerment, programme and project management, planning and organising skills. Financial management, change management, computer literacy, communication and presentation, report writing, analytical, able to interpret and apply policies. Knowledge in Human Resource Management prescripts and Public Service prescripts.

Duties: Manage the development of provincial HR Policy Frameworks • Present draft human resource policy frameworks and Guidelines to MANCO and other key stakeholders for inputs • Provide manuals on all approved, amended developed policies and procedures for

employees reference • Facilitate the approval of policy frameworks and guidelines by the Director-General • Manage and coordinate the implementation of PMDS, HR Planning and Employee Equity Policies, Strategies and regulations • Conduct workshop on approved policy frameworks and guidelines to provincial departments • Liaise with DPSA and other relevant National Departments on issues of Human resource management and practices • Coordinate and monitor the implementation of Employee Health and Wellness (EHW) programmes policies and regulations • Facilitate the appointment of Health Risk Manager for the province • Monitor departmental compliance with the Health Risk Manager Agreement, including payment of all required fees • Manage the rendering of secretariat services to the Provincial human resource forum • Facilitate the establishment of sub fora to support the HR Forum activities • Facilitate the development of individual sub forum operational plans • Manage the provision of administrative support services.

9. Post: DIRECTOR: COMMUNITY OUTREACH SERVICES

Ref: D-COT/OTP/09

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent in Public Relations Management/ Journalism/ Communications/ Marketing Management (NQF Level 7) or related fields. A minimum of five (5) years relevant experience at Middle Management level. Experience in communication, marketing and public participation would be an added advantage.

Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Motivation skills, Interpersonal Skills, Decision making, Problem solving skills, Computer literacy, Communication and presentation, Report writing, Logical and Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Public Service prescripts, Government Communication strategies and Human resource management.

Duties: Coordinate the Executive Council outreach programmes

- Manage the dissemination of information to stakeholders about cabinet decision to embark on outreach programmes • Facilitate and coordinate the processes required to establish the organising committee • Coordinate the organizing committee meetings with stakeholders • Prepare and present progress reports to the Executive Council • Coordinate and manage provincial events • Support and coordinate the establishment of the organising committee • Coordinate the participation of departments, municipalities and public entities • Coordinate the relevant district officials to be part of the outreach • Coordinate and ensure the effective provision of protocol services for all official events • Arrange holding rooms for briefing political, principals post-mortem • Conduct cabinet outreach advances assessment visits • Manage the establishment of a team to visit communities to determine the stability of the community • Compile assessment report and present to the Executive Council for consideration • Manage the provision of administrative support services • Oversee and manage the enhancement of internal controls • Manage the provision of administrative support services.

10. Post: DIRECTOR: RESEARCH SERVICES

Ref: D-RS/OTP/10

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree in Research, Statistics, Social Sciences, Public Policy, Economics, Public Administration or Development Studies (NQF Level 7). An Honours, Masters or PhD in Research Methodology, Statistics, and Social Sciences would be an added advantage. A minimum of five (5) years relevant experience at Middle Management level. Experience in research, policy analysis, or programme evaluation will be an added advantage.

Essential skills will include the following: Proven experience in designing, managing, and implementing research projects and programmes. Conducting quantitative and qualitative research and applying mixed-methods approaches. Providing strategic leadership in research coordination and evidence-based policy making; managing research partnerships with universities, research institutions think tanks, and other government agencies. Translating research findings into policy advice, reports, and strategic recommendations. Publishing and disseminating research outputs to inform policy and planning processes. Research design and project management; excellent report writing and presentation skills, advanced data analysis and interpretation, stakeholder management and collaboration, strategic thinking and innovation.

Duties: Manage the development of the provincial research strategy and research agenda as well as oversee the implementation of research studies across all provincial departments • Manage

research round table discussions to improve policy discussions, policy options as well as development for the research agenda for province • Conduct descriptive research, surveys and commissioned research for the provincial government • Coordinate the outsourcing of research services • Manage and conduct oversight responsibilities of the Mpumalanga Research Institute and Innovation • Establish and maintain partnerships with research institutions, Universities and institutions of Higher Learning to improve knowledge hub for the province • Advise and ensure evidence-based decision making through research outputs to the Executive Council of Mpumalanga • Monitor service delivery in communities through Service Delivery Monitoring Tool (SMDT) • Manage the provision of administrative support services.

11. Post: DIRECTOR: POLICY DEVELOPMENT SUPPORT

Ref: D-PDS/OTP/11

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public Administration or any other related studies. A Postgraduate qualification (Honours or Master's Degree) Public Policy, Policy Development or Economics would be an added advantage. A minimum of five (5) years relevant experience at Middle Management level. Experience in public policy management and planning would be an added advantage.

Essential skills will include the following: Proven experience in designing and implementing policy frameworks, policy and legislative instruments. Managing policy research and consultation processes; coordinating intergovernmental or interdepartmental policy initiatives. Strong research, analytical and problem solving skills; excellent writing, presentation and stakeholder engagement skills. Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.

Duties: Manage and guide the provincial policy development process and ensure its alignment with the national and legislative frameworks

- Develop and maintain protocols and guidelines for provincial policy development • Facilitate Macro Policy analysis • Conduct capacity building programs and support departments on policy development processes • Provide advice and support to departments on policy development and approval matters • Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS) • Assess and monitor provincial policy implementation • Develop provincial policy options/programmes which are translated into programmes • Manage the provision of administrative support services.

12. Post: DIRECTOR: MACRO PLANNING

Ref: D-MP /OTP/12

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

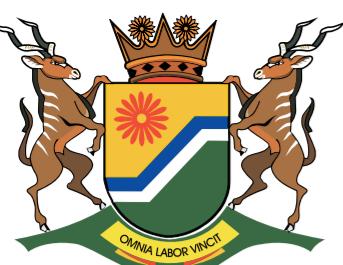
The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Economics, Development and Planning, Policy Development, Public Policy, Statistics. A Postgraduate Qualification (Honours, Master's or PhD) in Macro-Economics, Development and Planning, Econometrics would be an added advantage. Minimum of five (5) years relevant experience at Middle Management level. Experience in Planning, Macroeconomic Analysis, Development Planning or Economic Policy Formulation would be an added advantage.

Essential skills will include the following: Proven experience in developing and coordinating strategic and long term development plans (national, provincial or sectoral) • Leading macro and microeconomic planning processes • Forecasting and modelling economic trends and assessing public policy impacts • Advising provincial government and local government on macroeconomic policy, fiscal frameworks, and development priorities • In depth knowledge of Public sector strategic planning processes and government planning frameworks • Core skills: Strategic thinking; Economic and statistical analysis, Report writing and policy formulation, stakeholder engagement and coordination • Data interpretation and presentation.

Duties: Manage the development of long-term and macro-economic plans for the provincial government • Coordinate and maintain provincial planning processes • Ensure alignment of provincial and sectoral plans with macro policy plans and frameworks • Facilitate the development and implementation of medium to long term provincial strategic and sectoral plans • Coordinate activities to ensure coherence between sectoral strategic plans, policies and service delivery programmes across the province • Collaborate with national departments, provincial departments, local government and other organs of state in the development of the provincial district one plan • Coordinate and integrate provincial planning process to the national planning policies and framework • Review provincial and local government plans and ensure alignment with the government wide strategic planning frameworks • Manage the provision of administrative support services.





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13. Post: DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT

Ref: D-IKM/OTP/13

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Information Technology, Information Management, Knowledge Management, Library and Information Science or Information Systems. A post graduate qualification (Honours, Master's or PhD) in Knowledge Management, Library and Information Science, Information Systems, Information Technology will be an added advantage. Minimum of five (5) years relevant experience at Middle Management level. Experience in information management, knowledge management, ICT or data governance would be an added advantage.

Essential skills will include the following: Proven experience in developing and implementing information and knowledge management strategies, policies, and systems. Experienced in Designing and maintaining organizational knowledge repositories and records management frameworks. Promote knowledge sharing and organizational learning across divisions, managing information security, compliance and data quality standards, overseeing digital transformation, archiving and document management system, managing ICT related project data integration initiatives. Coordinating information flow for decision-making and performance reporting.

Duties: Develop and combines business and technology to integrate systems, processes and people to manage data. Create and maintain knowledge systems through developing and updating the provincial knowledge base, selecting and implementing appropriate tools for data driven intelligent. Develop and manage knowledge management repository and knowledge hub for the provincial government. Develop and monitor the implementation of the provincial knowledge management strategy and policy. Acquire performance information pertaining service delivery from various stakeholders across the organs of state. Develop a system of classification and categorization of all forms of information. Ensure safekeeping and storage of information. Ensure dissemination of information. Coordinate knowledge management and promote access to information. Determine specific uses of information. Manage the provision of administrative support services.

14. Post: DIRECTOR: EVALUATION

Ref: D-EVA/OTP/14

Salary: An all-inclusive remuneration package of R1 266 714.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree in Monitoring and Evaluation, Social Science, Economics, Public Administration, Public Policy, Development Studies or a related field (NQF Level 7). A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Middle Management level in strategic planning and programme management or programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector.

Essential skills will include the following: Strong skills in research design, data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis and communication skills.

Duties: Provide overall strategic leadership and management to the Directorate. Develop the Provincial Evaluation Plan and provide guidance and support to Departments in developing Departmental Evaluation Plans. Ensure that evaluation findings and recommendations are shared and implemented. Manage the and coordinate stakeholders within the evaluation ecosystem. Compile and present evaluation reports to the provincial governance structures. Develop and implement capacity-building initiatives on evaluation managers and staff.

15. Post: DIRECTOR: SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT CLUSTER

Ref: D-SPCH& DC/OTP/15

Salary: An all-inclusive remuneration package of

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Monitoring and Evaluation, Public Administration, Social Sciences, Economics, Statistics, Development Studies, Public Policy or a related field. A Post-graduate qualification (Honours, Master's

or PHD) in Monitoring and Evaluation, Public Policy, Development Studies, Economics or related field will be an added advantage. A minimum of five (5) years relevant experience at Middle Management level in monitoring and evaluation, strategic planning, programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector.

Essential skills will include the following: Strong skills in data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis as well as communication skills.

Duties: Provide strategic direction and leadership in the development and implementation of the departmental M&E framework, systems, and policies. Align M&E systems with national priorities, such as the Medium-Term Development Plan (MTDP), National Development Plan (NDP), and departmental strategic plans. Design and implement a comprehensive cluster monitoring framework that tracks performance across programmes and projects. Lead and coordinate the submission of Quarterly and Annual Performance Reports by Departments based on the MTDP, Provincial Programme of Action and Annual Performance Plans. Monitor the implementation of Governance structures resolutions relevant to the Cluster. Ensure that performance information is stored, secured and accessible. Manage the provision of Administrative support services.

16. Post: DEPUTY DIRECTOR: POLICY DEVELOPMENT AND SUPPORT

Ref: DD-SC/OTP/16

Salary: An all-inclusive remuneration package of R1 059 105.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Director: Policy Development and Support. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public Administration. A Postgraduate qualification (Honours or Master's Degree) in Public Policy, Policy Development or Business Administration, Economics will be an added advantage. A Minimum of 5 years relevant experience at Junior Management Level in policy development, policy research, or strategic planning.

Essential Skills will include the following: Proven experience in: developing, reviewing and implementing policies and strategic frameworks, conducting policy research and analysis to support evidence-based decision making; drafting policy proposals, briefs and reports for senior management or political authorities, coordinating cross-departmental or intergovernmental policy initiatives, stakeholder engagement and facilitation of consultations with internal and external parties. Knowledge of policy development processes and frameworks in the public sector. Core skills: research and analytical skills, policy drafting and report writing, strategic thinking and problem solving, project coordination and programme management, stakeholder engagement and facilitation, communication and presentation skills.

Duties: Develop and maintain protocols and guidelines for provincial policy development processes. Facilitate Macro Policy analysis. Provide guidelines for policy development and approval processes. Conduct capacity building programs and support departments on policy development processes. Provide advice and support to departments on policy development and approval matters. Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS). Manage the provision of administrative support services.

17. Post: DEPUTY DIRECTOR: RESEARCH SERVICES

Ref: DD-RS/OTP/17

Salary: An all-inclusive remuneration package of R1 059 105.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Director: Research Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree in Research, Social Science, Economics, Development Studies, Public Policy, Policy Development, Population and Demography (NQF level 7). A Postgraduate Degree (Honours, Masters or PhD) in Research, Social Science, Policy Development will be added advantage. A minimum of five (5) years relevant experience at Junior Management Level, preferably in the fields of research management and policy development. Practical knowledge of government policies on research management legislatives and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team. A valid driver's license would be an added advantage.

Essential skills will include the following: Research management; Comprehensive report writing; Strategic capability and leadership. Financial management; Change management; Knowledge management; People management and empowerment. Programme and project management; Service delivery innovations; Problem solving and analysis; Communications as well as Client orientation

and customer focus.

Duties: Manage research services to inform decision making, policy development and strategy development for the Mpumalanga Provincial Government. Develop and Implement the research agenda and research strategy for Mpumalanga Provincial Government. Manage the establishment of the research partnerships with institutions of higher learning and research institutions. Develop research repository and maintain it for the Mpumalanga Provincial Government. Compile high level analytical reports on the assessment of the state service delivery and citizen access to support executive decision making. Manage the provision of administrative support services.

18. Post: DEPUTY DIRECTOR: VETTING SERVICES

Ref: DD-VT/OTP/18

Salary: An all-inclusive remuneration package of R1 059 105.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Director: Integrated Security Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree or equivalent in Security Management/Security Risk Management/Policing (NQF Level 7) or any related fields. A minimum of three (3) years relevant experience at Junior Management Level. Experience in the field of vetting would be an added advantage.

Essential skills will include the following: Investigative skills; information systems and data management; knowledge capture, storage and dissemination; planning and organizing; project and stakeholder management; problem solving skills. Computer literacy (Ms Word, Excel, PowerPoint, and Outlook); communication and presentation; report writing; analytical thinking; able to interpret and apply policies as well as capacity building and training facilitation.

Duties: Develop, manage and implement policies, guidelines, norms and standards of vetting and investigations for security clearance levels. Manage the execution of vetting field-work investigations. Manage and coordinate the screening and vetting services in the province. Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates. Monitor and validate existing security clearances. Provide technical and/or advisory support services to Departments. Manage the provision of administrative support services. Manage the provision of administrative support services.

19. Post: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

Ref: DD-SCM/OTP/19

Salary: An all-inclusive remuneration package of R1 059 105.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Chief Financial Officer. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's degree or equivalent in Accounting, Supply Chain Management, logistics (NQF Level 7) or any related fields. A minimum of three (3) years' relevant experience at Junior Management Level. Experience in the field of Supply Chain Management would be an added advantage.

Essential skills will include the following: Proven innovative and creative ability; Financial management skills; Change management; Knowledge management; Service delivery innovations. Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication (oral and written) as well as honesty and integrity.

Duties: Management and Administration of Supply Chain processes and procedures. Ensure that correct procedures to print orders are followed and that orders are processed accordingly. Management of movable Assets and proper management of Stores for the Office of the Premier. Identify and manage risk for the Unit. Manage the provision of administrative support services.

20. Post: ASSISTANT DIRECTOR: RESEARCHER (INFRASTRUCTURE)

Ref: DD-RI/OTP/20

Salary: R582 444.00 per annum (Level 10).

Requirements: An appropriate Bachelor's degree or equivalent (NQF Level 7) in Engineering, Quantity Surveyor, Architecture, Construction Studies or Town and Regional Planning or any related fields. A post-graduate Degree (NQF 8) on the Built Environment Qualifications will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or service delivery analysis. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule.

Essential skills will include the following: Analytical thinking and problem-solving, Research design and data interpretation; Comprehensive report writing, Strategic capabilities and leadership; Programme and project management; Knowledge management; Financial management; People management and empowerment;



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Service delivery innovations; Client orientation and customer focus; Problem solving and analysis; Communications; and Familiarity with relevant Provincial policies and priorities.

Duties: Conduct research on socio-economic infrastructure programmes and projects for the provincial government • Analyse and monitor performance of infrastructure projects and service delivery for the provincial government • Provide synthesis on infrastructure projects, project planning, project pipeline, project implementation as well as project monitoring and evaluation • Ensure that spatial planning regulations and building plans are adhered to during project planning and project design for the infrastructure projects • Develop and implement a provincial research agenda focusing on service delivery performance and citizen experience • Monitor service delivery interventions by departments and municipalities.

21. Post : ASSISTANT DIRECTOR: RESEARCHER (SOCIAL CLUSTER)

Ref: AD-RSC/OTP/21

Salary: R582 444.00 per annum (Level 10).

Requirements: An appropriate Bachelor's degree or equivalent in Social Science, Development Studies, Policy Development, Public Policy, Population and Demography (NQF 7). A post-graduate Degree (Honours or Master) in Social Sciences, Public Policy, Policy Development, Development Studies, Population and Demography will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule.

Essential skills will include the following: Research Design and analytical skills; Knowledge of social sector policy frameworks; Policy analysis and report writing; Strategic capabilities and systems thinking; Programme and project management; Financial management; People management and empowerment; Service delivery innovations; Client orientation and customer focus; Problem solving and attention to detail.

Duties: Conduct research on service delivery and community-based research for the provincial government • Coordinate and conduct research focusing on Social Cluster Departments (Education, Health, Social Development, Culture Sport and Recreation) • Analyse and monitor performance of social cluster departmental projects and service delivery for the provincial government • Provide synthesis on service delivery programmes and projects for the social cluster departments to inform decision making and planning purposes • Support and strengthen research partnerships with institutions of higher learning/research institutions • Liaise with sector departments and local municipalities on research related issues.

22. Post : ASSISTANT DIRECTOR: RESEARCHER (ECONOMIC CLUSTER)

Ref: AD-RECP/OTP/22

Salary: R582 444.00 per annum (Level 10).

Requirements: An appropriate Bachelor's degree or equivalent (NQF Level 7) in Economics, Financial Management, Auditing, Agricultural Management or Business Science. A post-graduate Degree (Honours or Master's) in Economics, Financial Management, and Business Science will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule.

Essential skills will include the following: Strong economic and analytical skills; Research methodology and statistical analysis; Knowledge of macro and microeconomic policy issues; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.

Duties: Conduct research on service delivery and socio-economic research for the provincial government • Coordinate and conduct research focusing on the Economic Cluster Departments (which include departments such as Agriculture, Rural Development, Land and Environmental Affairs, Public Works, Roads and Transport, Economic Development and Tourism and related entities) • Analyse and monitor performance of economic cluster departmental projects and service delivery for the provincial government • Provide synthesis on service delivery programmes and projects for the economic cluster departments to inform decision making and planning purposes • Provide methodological guidance and technical support to department conducting economic research • Analyse economic data, sectoral trends and economic indicators • Develop and maintain a database of economic research and statistical information • Liaise with sector departments in the economy cluster and local municipalities on research related issues • Support preparation of strategic publications and knowledge sharing sessions on economic issues.

23. Post : ASSISTANT DIRECTOR: RESEARCHER (GOVERNANCE CLUSTER)

Ref : AD-RGC/OTP/23

Salary: R582 444.00 per annum (Level 10).

Requirements: A An appropriate Bachelor's degree or equivalent (NQF level 7) in Public Administration, Political Science, Development Studies, Policy Development, Governance, Local Government or relevant field. A post-graduate Degree/ (Honours or Master's) will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule.

Essential skills will include the following: Strong research and analytical skills; knowledge of governance and institutional performance frameworks; governance sector policy analysis and formulation; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.

Duties: Conduct research on service delivery relating to local government and provincial government • Coordinate and conduct research focusing on the Governance Cluster Departments (which include departments such as Co-operative Governance, Human Settlements and Traditional Affairs, Community Safety, Security and Liaison, Provincial Treasury and Office of the Premier) • Analyse and monitor performance of governance cluster departmental projects and service delivery • Provide synthesis on service delivery programmes and projects for the governance cluster departments to inform decision making and planning purposes • Provide methodological guidance and technical support to department conducting social research • Liaise with sector departments in the governance cluster and local municipalities on research related issues • Support preparation of strategic publications and knowledge sharing sessions governance issues.

24. Post: ASSISTANT DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING

Ref : AD-HRPOSP/OTP/24

Salary : R468 459.00 per annum (Level 09).

Requirements: An appropriate National Diploma or equivalent in Human Resource Management/Public Management (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management at a Supervisory Level (HR Practitioner) within the Public Service. Knowledge of PERSAL System. Computer literacy will be an added advantage.

Essential skills will include the following: Knowledge of legislative prescripts Governing the Public Service, PERSAL System, E-Leave Management, Procedure manual and process, Recruitment toolkit, Establishment, POPIA and PAIA. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required. Computer, interpersonal relations, organising, analysis and basic research skills. People management skills, problem solving, listening and report writing skills.

Duties: Co-ordinate the implementation of the recruitment, selection and appointment processes • Manage the implementation of promotions, change rank and transfer processes • Establish and maintain staff database • Render administrative support services • Provide advice on restructuring of packages • Handle audit queries • Provide administrative support services.

25. Post : ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT

Ref : AD-OREM/OTP/25

Salary : R468 459.00 per annum (Level 9).

Requirements: A National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Risk Management/ Auditing/ Financial Management.

Essential skills will include the following: Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016. Ethics in the Public Service Course/Certificate.

Duties: Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier • Conduct risk assessment and review • Provide regular updating of the risk registers • Monitor progress in mitigation and management of risks • Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan • Render secretarial role to the Ethics & Risks Management Committee.

26. Post : ASSISTANT DIRECTOR: SALARIES

Ref : AD-MPAC/OTP/26

Salary: R468 459.00 per annum (Level 9).

Requirements: A National Diploma in Commerce or Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Salary and Payroll Management as a State Account.

Essential skills will include the following: Knowledge of PERSAL, Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations and Financial Manual.

Duties: Co-ordinating and monitoring of progress on reconciliation of PERSAL ledger, accounts and clearing of PERSAL exceptions • Administering of payment of salaries to staff • Administering payment of allowances • Administering and advising on medical aid matters of staff • Identifying and recovering of overpayment/ debts • Dealing with monthly/ yearly tax returns and liaise with The South African Revenue Services • Providing of an informed advice on salary matters • Approving and authorizing of PERSAL transactions.

27. Post : ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES

Ref : AD-VG/OTP/27

Salary : R468 459.00 per annum (Level 9).

Requirements: A National Diploma in Videography or TV/Video Production or Film Production (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in the Video production environment.

Essential skills will include the following: Knowledge of Audio-visuals equipment, understanding of editing programmes and softwares. Practical understanding of Multimedia use and understanding of copyright laws. Planning and organising skills, communication, report writing, decision-making, problem solving skills and ability to work under pressure.

Duties: Render Photographic and Video services in support of Provincial Government and Premier's Office activities • Provide editing services for recorded production through high-tech software programmes • Develop and execute creative concepts that effectively communicate key messages through visuals and content • Develop and manage audio-visual archives • Render administrative support for projects.

28. Post: ASSISTANT DIRECTOR: GRAPHIC DESIGN

Ref: AD-GD/OTP/28

Salary : R468 459.00 per annum (Level 9).

Requirements: A National Diploma in Graphic Design (NQF level 6). A minimum of three (3) years relevant experience in graphic design environment.

Essential skills will include the following: Knowledge of Planning and Organising Skills, Graphic Design programmes, Communication, Report writing, Decision-making and Problem solving skills, Work under pressure.

Duties: Render graphic design to the Provincial Publications (External and Internal Newsletters), in line with Corporate Identity guidelines • Conceptualise information material for publication • Liaise with service providers for quality assurance on printed material • Prepare technical electronic documents and images for printers • Develop publication schedules and specifications.

29. Post : SENIOR STATE LAW ADVISOR: LEGAL ADVISORY SERVICES (OSD)

Ref : SSLA-LS/OTP/29

Salary: An all-inclusive remuneration package of R1 195 110.00 per annum (LP9 - OSD).

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

Requirements: A degree in LLB or 4 year recognized legal qualification. At least five (5) years' experience in litigation/advisory experience; Admission as an Advocate or Attorney will be an added advantage; Knowledge of the Civil Justice System and the Rules of the Court; Experience in Constitutional Law and Administrative Law; A valid driver's license; and knowledge of the South African Constitution and Laws. Experience as a State Law Adviser will be an added advantage.

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 legal bearing • Formulate, and scrutinize Provincial legislation, including subordinate legislation, i.e. Proclamations, 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.



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30. Post : HUMAN RESOURCE PRACTITIONER:

HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING

Ref : HRP-HRPOSP/OTP/30

Salary : R397 116.00 per annum (Level 8).

Requirements: A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management preferably in Recruitment and Utilisation within the Public Service.

Essential skills will include the following: Knowledge of legislative prescripts governing the Public Service. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required and Persal would be an added advantage. Analysis and basic research skills as well as computer literacy. People management and problem solving skills.

Duties: Prepare submissions on movement of staff • Prepare and issue letters of the affected staff members • Implement approved resolutions and decisions on the system • Conduct exit interviews • Persal report on created and abolished posts/units • Advice and withdraw information from the Persal system for internal and external matters • Provide assistance in complying OTP's Employment Equity report.

31. Post : ADMINISTRATIVE OFFICER: RECORDS

MANAGEMENT AND AUXILIARY SERVICES

Ref: AO-RM & AS/OTP/31

Salary : R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Archives and Records Management / Information Science /Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Records Management.

Essential skills will include the following: knowledge of filing systems (manual and computerized), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts.

Duties: Monitor incoming and outgoing correspondence in the registry • Supervise auxiliary services personnel • Administer maintenance of registry equipment • Supervise the flow of correspondence • Render administrative support services.

32. Post : STATE ACCOUNTANT: REVENUE AND

BOOKKEEPING X2

Ref: SA-RB/OTP/32

Salary: R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. Three (3) years relevant experience in revenue management, bookkeeping, or financial accounting.

Essential skills will include the following: Knowledge of PFMA, Financial directives and procedures, Basic Accounting System (BAS) and other financial systems (LOGIS, PERSAL, etc.). Accounting procedure and Computer Literacy. Practical Knowledge and experience in Revenue and Bookkeeping. Sound interpersonal and communication skills. Ability to work independently and under pressure.

Duties: Receive, record and collect revenue through sources of revenue • Cash Management • Render debts management services • Prepare revenue reports, ledgers accounts, bank reconciliation, trial balance and prepare financial statements • Provide support to the internal and external auditors.

33. Post : STATE ACCOUNTANT: EXPENDITURE X2

Ref: SA-E/OTP/33

Salary: R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Expenditure or Financial Management field.

Essential skills will include the following: Practical knowledge of government expenditures procedures, PFMA, Treasury Regulations, Financial directives and procedures, Financial Systems (Logis and BAS), Accounting procedure and Computer Literacy. Ability to work independently and as part of a team. Expenditure administration and management will be an added advantage.

Duties: Manage and administer the processing of payments • Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures • liaise with suppliers of goods and services • manage staff • Establish and maintain the expenditure risk factors.

34. Post : ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS

Ref: AO-TA/OTP/34

Salary: R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or any related fields. Three (3) years relevant experience in Supply Chain Management Environment.

Essential skills will include the following: Ability to work with figures. Practical knowledge of government logistics and disposal management processes, PFMA, PSR 2016, PPPFA and SCM prescripts. Sound interpersonal, Conflict Management and communication skills. Computer literacy is recommended.

Duties: Receive and distribute new assets • Administer assets and asset register • Administer the disposal of assets • Administer asset verification.

35. Post : ADMINISTRATIVE OFFICER: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES

Ref: AO-OTP/35

Salary: R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Supply Chain Management, Accounting or Public Administration (NQF level 6) or any related fields. 3 years experience in Supply Chain Management. Knowledge and experience in Supply Chain Management and Stores Management.

Duties: Provide support for asset disposal processes • Ensure all disposal activities are fully documented, properly filed, and recorded accurately in the asset register • Update and archive disposal registers and related documentation promptly • **Provide support on compliance and documentation control** • Compile and submit standard reports on asset status and disposal progress • Gather and organize necessary data and information to support internal and external audits. Process and capture requisitions • Check all requisition forms for completeness and accuracy against departmental policies before processing • Ensure requested items comply with internal purchasing rules; flag and return non-compliant requests for adjustment • Accurately update the status of requisitions in the administration system • Record the approver's name and date of approval for audit purposes.

36. Post: ADMINISTRATIVE OFFICER (OHS): EMPLOYEE HEALTH AND WELLNESS

Ref: AO-EHW/OTP/36

Salary: R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Occupational Health and Safety Management, Environmental Health, (NQF Level 6) or any related fields. Three (3) years relevant experience in an administrative or OHS support role, preferably within the public service environment.

Essential skills will include the following: Administrative competencies and specialized knowledge in Occupational Health and Safety Act (85 of 1993) and related regulations. Understanding of Public Service OHS policies and procedures, Procurement Procedures, Personal Protective Equipment (PPE), and Emergency procedures.

Duties: Maintain and update OHS records, incident reports, inspection checklists, and training registers • Coordinate OHS Committee meetings, prepare agendas, take minutes, and track action items • Provide support scheduling of workplace inspections, risk assessments, and emergency drills • Provide support on OHS awareness campaigns and wellness programs.

37. Post : ADMINISTRATIVE OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION

Ref: AO-OD & JE/OTP/37

Salary : R325 101.00 per annum (Level 7).

Requirements: A National Diploma in Public Administration/ Management (NQF Level 6) or any related fields. Three (3) years relevant experience in administration environment.

Essential skills will include the following: Knowledge of Filing system and job evaluation, Record keeping/management, LOGIS and Administration activities. Good Organisation and coordination skills, Computer literacy (MS Word, Excel, PowerPoint, Outlook), Communication/telephone etiquette, Report/memoranda writing, Interpersonal Skills and Filing system.

Duties: Manage and maintain Organisational Design and Job Evaluation records (manually and electronically) • Handle correspondences within the Unit and make follow-ups • Handle logistical matters of the Unit • Provide secretariat services to the Provincial Job Evaluation Panel.

38. Post : ADMINISTRATION CLERK: TRANSPORT AND ASSETS X2

Ref : AC-TA/OTP/38

Salary : R228 321.00 per annum (Level 5).

Requirements: A National Diploma in Accountancy or Financial Management (NQF Level 6) or any related fields.

Essential skills will include the following: Practical knowledge of Government logistics and disposal management processes. Sound interpersonal and communication skills and computer literacy is highly recommended.

Duties: Support officials to apply for access cards • Facilitate the connection of officials to telephone lines • Facilitate the payment of telephone accounts of the Office of the Premier • File asset documentation and system reports • Administer the maintenance of the building • Administer the verification of assets.

39. Post : HUMAN RESOURCE OFFICER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING

Ref : HRO-HRPOSP/OTP/39

Salary : R228 321.00 per annum (Level 5).

Requirements: A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields.

Essential skills will include the following Experience in the field of Human Resource Management, as well as computer literacy will be an added advantage. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities.

Duties: Handle employment applications • Implement the resolutions and decisions made by the Accounting Officer/ Delegate regarding the movement and utilization of staff • Maintain and implement the organizational establishment on the Persal System • Provide assistance and informed advice on Human Resource Information.

Enquiries should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004; **(A) Assistant Director: Internal HRM & D:** Ms. NA Mathebula: Tel. (013) 766 2426 **and Assistant Director: Internal HRM & D:** Ms. VT Nkosi: Tel. (013) 766 2343

Applications should only be submitted online through the link: erecruitment.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: 27 February 2026.