



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 candidate, 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.

01. Post: DIRECTOR: PUBLIC SERVICE TRANSFORMATION
Ref: D-PST/OTP/01
Salary: An all-inclusive remuneration package of **R1 317 384.00 per annum (Level 13).**

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Human Rights and Transformation.

Requirements: An appropriate Bachelor's Degree/Advanced National Diploma in Public Administration/ Public Management/ Operations Management (NQF Level 7). A minimum of five (05) years of experience at middle/ senior management level. Experience in Public Service Transformation will be an added advantage.

Essential skills will include the following: Knowledge and understanding of the Operations Management Framework, Batho Pele Programmes and Transformation Agenda of Government, Public Service Act, Public Service Regulations, Public Finance Management Act, White Paper on Transforming Public Service Delivery and Change Management Strategy Framework.

Duties: Oversee the coordination, monitoring and evaluation of the Provincial Service Delivery improvement Plans • Oversee the coordination, monitoring and evaluation of Batho Pele projects • Oversee the coordination and monitoring of the implementation of Cascading Batho Pele programme to local municipalities and District Municipalities • Oversee the coordination, monitoring and evaluation of the Batho Pele Change engagement management Programme • Oversee the coordination, development and monitoring of Service Standards in Provincial Departments. Local Municipalities and District Municipalities • Manage the provision of administrative support services • Managing human, financial and physical resources, as well as information.

02. Post: DIRECTOR: YOUTH DEVELOPMENT
Ref: D-YD/OTP/02
Salary: An all-inclusive remuneration package of **R1 317 384.00 per annum (Level 13).**

The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Human Rights Transformation.

Requirements: An appropriate Bachelor's Degree or Advanced National Diploma in Social Science/Developmental studies (NQF level 7) or related fields. A minimum of five (5) years' experience at Middle / Senior Management level. Experience in the field of youth development programmes 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 Thinking and Decision Making, Able to interpret and apply policies. Knowledge in Human Resource Management, Public Service Prescripts and Youth Development Policy Frameworks.

Duties: Manage and monitor the implementation of policy and procedures pertaining to youth development • Manage the development of sector youth policy and its implementation in line with national policy • Oversee the implementation provincial policies and plans • Develop an effective project plan for Youth within government departments and ensure the implementation thereof • Oversee the management and promotion of youth development projects and programs • Monitor the mainstreaming of youth development programmes and projects in the province • Coordinate the provision of necessary support to youth development initiatives • Monitor effective project plan and implementation • Develop an engagement model that ensures interaction and integration of youth programs in the provincial government • Facilitate and coordinate youth development imperatives • Conduct needs analysis for the youth of the province • Facilitate the identification of economic opportunities for the youth • Develop database for unemployed youth and their skills • Identify and collaborate with public and private sectors in supporting youth with skills development and economic opportunities • Develop intervention strategy to address any challenges identified • Manage the provision of administrative support services • Managing human, financial and physical resources, as well as information.

03. Post: DEPUTY DIRECTOR: PROTOCOL SERVICES (RE-ADVERTISEMENT)
Ref: DD-PS/OTP/03
Salary: An all-inclusive remuneration package of **R1 101 468.00 per annum (Level 12).**

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

Requirements: An appropriate Bachelor's Degree/Advanced National Diploma in International Relations / Protocol / Public Management (NQF 7) or related fields. A minimum of three (3) years' experience at a Junior Management level with experience in an environment rendering protocol matters and a valid driver's license.

Essential skills will include the following: Protocol services • 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: Developing and implementing the Provincial protocol policy • Rendering Protocol Support to the Premier and the Executive Council • Rendering ceremonial services and state visits matters • Co-ordinating Provincial protocol services • Compile and present reports on protocol matters • Managing human, financial and physical resources, as well as information • Manage the provision of administrative support services.

04. Post: DEPUTY DIRECTOR: MONITORING AND EVALUATION - MPUMALANGA PROVINCIAL AIDS COUNCIL
Ref: D-PST/OTP/04
Salary: An all-inclusive remuneration package of **R1 101 468.00 per annum (Level 12).**

The successful candidate will be required to enter into a Performance Agreement with the Director: Mpumalanga Provincial AIDS Council.

Requirements: An appropriate Bachelor's Degree/ Advanced National Diploma in Science/ Behavioral Science / Public Health or related fields (NQF Level 7). A minimum of three (3) at Junior Management Level. Experience in Monitoring and Evaluation would be an added advantage.

Essential skills will include the following: Knowledge of HIV, AIDS, TB and STI's policy frameworks, Monitoring and Evaluation systems, Research Methodologies, Public Service Prescripts and Knowledge Management, Communication, Motivation, Report Writing, Presentation, Conflict Management, Coordination and Negotiation, Logical and Analytical Thinking, Creativity, Good Leadership as well Problem Solving and Listening Skills.

Duties: Manage the development and support the implementation of the Provincial Implementation Plan for HIV, TB & STIs (2023-2028) • Provide support on Monitoring, Evaluation and Reporting for the Provincial Implementation Plan for HIV, TB & STIs (2023-2028) • Support the Rollout and Promote use for the Situation Room • Monitor progress of Provincial Implementation Plan for HIV, TB & STIs (2023 -2028) to fulfil provincial reporting requirements • Manage the provision of administrative support service.

05. Post: DEPUTY DIRECTOR: PUBLIC SERVICE TRANSFORMATION
Ref: D-PST/OTP/05
Salary: An all-inclusive remuneration package of **R932 292.00 per annum (Level 11).**

The successful candidate will be required to enter into a Performance Agreement with the Director: Public Service Transformation.

Requirements: An appropriate Bachelor's Degree or Advanced National Diploma in Public Administration/ Public Management/ Operations Management/Social Science (NQF Level 7). A minimum of three (3) years of experience at Junior Management Level. Experience in Public Service Transformation field will be an added advantage.

Essential skills will include the following: Knowledge and understanding of the Operations Management Framework, of Batho Pele Programmes and Transformation Agenda of Government, Public Service Act, Public Service Regulations, Public Finance Management Act, White Paper on Transforming Public Service Delivery and Change Management Strategy Framework. Analytical, Communication, Interpersonal Relations, Team Work, Initiative, Openness and Transparent, Serve the People" upholding values and principles, Live by a High Standard of Professional Ethics, Integrity – Credibility, Honesty – Incorruptible, Dedication – Hard working

Duties: Coordinate and monitor the implementation of Cascading Batho Pele to local Government programme and the Provincial Departments (Transformation Imperatives/Batho Pele Programmes) • Coordinate, Monitor and evaluate the Batho Pele Change Management Engagement Programme (Capacitation on request by Municipalities, Government Depts. and SOEs • Coordinate, Monitor and evaluate Batho Pele projects • Coordinate, Monitor and Evaluate the Provincial Service Delivery Improvement Plans • Manage the provision of administrative support services.

06. Post: DEPUTY DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT
Ref: DD-EXCO/OTP/06
Salary: An all-inclusive remuneration package of **R932 292.00 per annum (Level 11).**

The successful candidate will be required to enter into a Performance Agreement with the Director: Executive Council Secretariat.

Requirements: An appropriate Bachelor's Degree/ Advanced National Diploma in Public Management/Administration (NQF Level 7). A minimum of three (03) years' experience at Junior Management Level.

Essential skills will include the following: Knowledge and understanding of Public Service prescripts .Human Resource Management. Computer Skills. Leadership. Planning and Organising. Report Writing and Minute Taking. Decision-making. Analytical Thinking and Problem Solving. Communication and Presentation. Project Management.

Duties: Coordinate provincial management committee (PMC) meetings • Render secretarial services to provincial management committee • Track outstanding EXCO resolutions • Ensure the safekeeping of all EXCO and

cluster documentation • Coordinate and render secretariat services to PMC, EXCO Lekgotla and Premier Coordination Forum • Manage the provision of administrative support services.

07. Post: ASSISTANT DIRECTOR: EXPENDITURE (RE-ADVERTISEMENT)
Ref: AD-EXP/OTP/07
Salary: **R487 197.00 per annum (Level 09).**

Requirements: An appropriate National Diploma in Commerce (NQF level 6). Bachelor of Commerce Degree in Accounting is an added advantage. A minimum of three (3) years relevant experience in Expenditure or Financial Management field as a State Accountant.

Essential skills will include the following: Knowledge and Understanding of government expenditure procedures, BAS, LOGIS, PFMA and Treasury Regulations. Good interpersonal and Communications Skills. Ability to work independently and as part of a team. Expenditure Administration and Management will be an added advantage.

Duties: Facilitate 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 performance • Establish and maintain the expenditure risk factors.

8. Post: ASSISTANT DIRECTOR: ELDERLY PERSONS
Ref: AD-EP/OTP/8
Salary: **R605 742.00 per annum (Level 10).**

Requirements: An appropriate National Diploma in Social Work/ Social Sciences (NQF level 6). A minimum of three (3) years of experience in special programme environment.

Essential skills will include the following: Knowledge of the Constitutional of the Republic South Africa, 1996, Madrid International Plan of Action on Ageing (MIPAA), 2002, National Strategy on Ageing for South Africa 2025-2030, WHO Ageing: A policy framework 2002, the South African Older Persons Charter, Older Persons Regulations, 1 April 2010, Older Persons Amendment Bill, 2022, Older Persons Act, No 3 of 2006 and Social Assistance Act, No 45 of 1994. Good Communication (verbal & written), Critical Thinking, Leadership, Problem Solving, Decision Making, Planning and Organizing Skills, Report Writing, Presentation, Time Management, Public Management, Public Speaking and Conflict Management Skills,

Duties: Collate and consolidate the mainstreaming report on Older Persons • Coordinate Provincial machinery for Older Person • Coordinate the Annual General Meeting for Older Persons • Capacitate stakeholders on the rights of Older Persons • Render administrative services in the Unit.

9. Post: ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING
Ref: AD-EP/OTP/9
Salary: **R487 197.00 per annum (Level 9).**

Requirements: An appropriate National Diploma in Public Administration/ Public Management/ Public Policy Monitoring and Evaluation/ Development Studies (NQF Level 6). A minimum of three (03) years' experience in Strategic Planning.

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: Coordinate the compilation of Annual Performance Plans (APP) and Annual Operational Plan (AOP) for the Department • Align Departmental Programmes with the Strategic Plan of the Department • Consolidate Annual Report Inputs • Provide inputs for the Planning Policy Review • Verify and validate Programme/Project Performance Information • Render administrative support services.

10. Post: ASSISTANT DIRECTOR: MARKETING
Ref: AD-EP/OTP/10
Salary: **R605 742.00 per annum (Level 10).**

Requirements: An appropriate National Diploma in Marketing Management /Communications/ Strategic Communication/ Public Relations (NQF level 6). A minimum of three (03) experience in marketing and communications environment.

Essential skills will include the following: Knowledge and understanding of Public Service Act, Public Service Regulations, Public Finance Management Act and Knowledge of Marketing and Branding. Analytical Thinking and Problem Solving, Communication and Presentation, Decision Making, Report Writing and Minute Taking, Planning and Organising, Negotiation and Computer Literacy.

Duties: Coordinate and conduct exhibitions for Mpumalanga Provincial Government •Conduct exhibition for the Office of the Premier • Facilitate media platform for government communication • Develop provincial calendar events Render • communication support to provincial government events • Coordinate the branding of departmental events • Render administrative support services.

11. Post: INTERNAL AUDITOR: INTERNAL AUDIT OFFICE OF THE PREMIER X2
Ref: IA-IA/OTP/11
Salary: **R413 001.00 per annum (Level 08)**

Requirements: An appropriate National Diploma in Internal Audit/Accounting/Commence or finance (NQF Level 6). A minimum of three (03) years' experience in internal and external Audit standards. CIA/CA (SA) designation or pursuing designation will be an added advantage.

Essential skills will include the following: Knowledge of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches • Departmental policies/circulars/instructions/frameworks • National guidelines/Acts/Regulations/norms and standards • Internal Audit methodology • Internal Audit • Internal Audit Charter • Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems)





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Duties: Perform planning of internal audit assignments • Perform execution of internal audit assignments • Report audit results • Perform all administrative related functions.

**12. Post: DEPUTY DIRECTOR: INTERNAL AUDIT -
OFFICE OF THE PREMIER**
Ref: DD-IA/OTP/12
Salary: An all-inclusive remuneration package of R932 292.00 per annum (Level 11).

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

Requirements: An appropriate Bachelor's Degree/ Advanced National Diploma in Internal Audit, Accounting, Finance (NQF Level 7)). A minimum of three (3) years' experience at Junior Management Level within the Internal Audit environment.

Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Applied strategic thinking, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Customer Focus and Responsiveness, Diversity Management, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision-making, Project Management and Team leadership.

Duties: Manage the internal audit services • Audit planning and execution • Quality Assurance and Reporting • Compliance and Continuous Improvement (Keep up to date with new developments in the internal audit environment) • Audit committee and stakeholder support. • Manage the provision of administrative support services.

**13. Post: DEPUTY-DIRECTOR - INTERNAL AUDIT:
DEPARTMENT OF COMMUNITY
SAFETY, SECURITY AND LIAISON**
Ref: DD-IA/DCSSL/13
Salary: An all-inclusive remuneration package R932 292.00 per annum (Level 11).

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

Requirements: An appropriate Bachelor's Degree/ Advanced National Diploma in Internal Audit, Accounting, Finance (NQF Level 7). A minimum of three (3) years' experience at Junior Management Level within the Internal Audit environment.

Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer Literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Customer Focus and Responsiveness, Diversity Management, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision-making, Project Management and Team Leadership.

Duties: Manage the internal audit services • Audit planning and execution • Quality assurance and reporting • Compliance and continuous improvement (Keep up to date with new developments in the internal audit environment) • Audit committee and stakeholder support. • Manage the provision of administrative support services.

**14. Post: ASSISTANT DIRECTOR: INTERNAL AUDIT -
OFFICE OF THE PREMIER X2**
Ref: AD-IA/OTP/14
Salary: R487 197.00 per annum (Level 09).

Requirements: An appropriate National Diploma in Internal Audit, Accounting, Finance (NQF Level 6). A minimum of three (3) years' experience within the Internal Audit environment.

Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Communication, Conflict Management, Report Writing, Logical and Analytical Thinking, Able to interpret and apply policies, Peoples Management Skills, Interpersonal Skills, Decision Making, Problem Solving Skills and Presentation Skills.

Duties: Audit planning and execution • Evaluate the department's controls/ objectives to determine their effectiveness and efficiency through internal audits • Compliance and continuous improvement (Keep up to date with new developments in the internal audit environment) • Stakeholder engagement • Render administrative services in the unit.

**15. Post: ASSISTANT DIRECTOR: INTERNAL AUDIT -
DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON**
Ref: D-YD/DCSSL/15
Salary: R487 197.00 per annum (Level 09).

Requirements: An appropriate National Diploma in Internal Audit, Accounting, Finance (NQF Level 6). A minimum of three (3) years' experience within the Internal Audit environment.

Essential skills will include the following: Knowledge and understanding of Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/Regulations/norms and standards. Internal Audit methodology. International Standard for the professional practice of Internal Auditors. Internal Audit Plan. Internal Audit Charter. Planning and Organising Skills. Computer Literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems). Communication, Conflict Management, Report Writing, Logical and Analytical Thinking, Able to interpret and apply policies, Peoples Management Skills, Interpersonal Skills, Decision Making, Problem Solving Skills and Presentation Skills.

Duties: Audit planning and execution • Evaluate the department's controls/ objectives to determine their effectiveness and efficiency through internal audits • Compliance and continuous improvement (Keep up to date with new developments in the internal audit environment) • Stakeholder engagement • Render administrative services in the unit.

**16. Post: INTERNAL AUDITOR: INTERNAL AUDIT -
DEPARTMENT OF COMMUNITY SAFETY, SECURITY AND LIAISON**
Ref: IA-IA/DCSSL/16
Salary: R413 001.00 per annum (Level 08).

Requirements: An appropriate National Diploma in Internal Audit/ Accounting/Commence or finance (NQF Level 6). A minimum of three (03) years' experience in internal and external Audit standards. CIA/CA (SA) designation or pursuing designation will be an added advantage.

Essential skills will include the following: Knowledge and understanding of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches • Departmental policies/circulars/instructions/frameworks • National guidelines/Acts/Regulations/norms and standards • Internal Audit methodology • Internal Audit • Internal Audit Charter • Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems).

Duties: Perform planning of internal audit assignments • Perform execution of internal audit assignments • Report audit results • Perform all administrative related functions.

**17. Post: INTERNAL AUDITOR: INTERNAL AUDIT -
DEPARTMENT OF CULTURE, SPORT AND RECREATION**
Ref: IA-IA/DCSR/17
Salary: R413 001.00 per annum (Level 08).

Requirements: An appropriate National Diploma in Internal Audit/ Accounting/Commence or finance (NQF Level 6). A minimum of three (03) years' experience in internal and external Audit standards. CIA/CA (SA) designation or pursuing designation will be an added advantage.

Essential skills will include the following: Knowledge and understanding of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches • Departmental policies/circulars/instructions/frameworks • National guidelines/Acts/Regulations/norms and standards • Internal Audit methodology • Internal Audit • Internal Audit Charter • Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Audit Systems).

Duties: Perform planning of internal audit assignments • Perform execution of internal audit assignments • Report audit results • Perform all administrative related functions.

**18. Post: DEPUTY DIRECTOR:
OFFICE OF THE DIRECTOR-GENERAL X2**
Ref: DD-ODG/OTP/18
Salary: An all-inclusive remuneration package of R932 292.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Director: Office of the DG.

Requirements: An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in Public Management or Administration (NQF level 7), with a minimum of three (3) years managerial experience a Junior Management Level. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules.

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

Duties: • Render administrative support services within the Office of the DG • Keep track of all pending matters and outstanding EXCO Resolutions and ensure finalization thereof • Keep track of all pending matters regarding PMC, MANCOM and EMC Resolutions and ensure finalization thereof • Provide administrative support to all Programmes and Management • Render administrative and secretariat support services • Manage resources within the subdirectorate.

Enquiries:
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

Please forward your applications, quoting the relevant reference number to: 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: 30 June 2026.

