



office of the premier

MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA



MPUMALANGA PROVINCIAL GOVERNMENT

OFFICE OF THE PREMIER

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.

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

Applications should be submitted on the new 263 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

#### 01. Post: DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT

Ref: D-OREM/OTP/01

Salary: An all-inclusive remuneration package of R1 216 824.00 per annum (Level 13)

The successful candidate will be required to enter into a Performance Agreement with the Director-General.

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF level 7). Nyukela Public Service SMS Pre-entry Programme. Minimum of five (5) years of experience at Middle Management level in compliance, risk management, business continuity management system and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management, Business Continuity Management ISO 22301. The candidate should have integrity, self-confidence, a sense of responsibility and ability to work under pressure.

**Essential skills will include the following:** • Risk management • Ethics management • Business Continuity Management • Interpersonal relations • Strategic capability and leadership • Financial management • Change management • Report writing and presentation • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Communications.

**Duties:** Manage and facilitate the development of departmental anti-corruption, risk, business continuity management systems, including organisational resilience and sustainability planning and support other departments in the Province, ethics, management, policies, strategies, and guidelines • Identify risk and develop response strategies • Develop and manage business continuity management plan • Develop and implement anti-corruption plan • Promote high standards of professionalism and public service ethics • Manage internal control and compliance services • Develop and manage the implementation of compliance management policy framework • Manage the Directorate's human, financial, physical resources, as well as information.

#### 02. Post: DEPUTY DIRECTOR: EVALUATION

Ref: DD-EVA/OTP/02

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum (Level 12)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in Monitoring and Evaluation, Social Science, Economics, Development Studies, Auditing (NQF level 7). A minimum of three (3) years' experience at a Junior Management level. Experience in Strategic Planning, Monitoring and Evaluation. Good communications with excellent organisational and writing skills, and be able to interact at high profile levels.

**Essential skills will include the following:** Planning and Organizing • 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:** Develop the Provincial Monitoring and Evaluation Framework for the Frontline Service Delivery Monitoring. Co-ordinate provincial departments and entities for the implementation of the Integrated Frontline Service Delivery Monitoring and Support (FSDM) in the province • Develop and customize performance indicators for the Frontline Service Delivery Monitoring. Compile quarterly reports on the performance against Frontline Service Delivery Monitoring. Perform Quarterly Performance analysis against Annual Performance Plans of provincial departments and entities. Compile quarterly reports on District Municipalities performance. • Managing human resources.

#### 03. Post: DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT

Ref: DD-IKM /OTP/03

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum per annum (Level 12)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Knowledge Management/Research Management/Monitoring and Evaluation. Relevant experience in research management, practical knowledge of government policies on research management legislations and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and 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 • Client orientation and customer focus • Problem solving and analysis • Communications.

**Duties:** Coordinate the implementation of the Knowledge Management (KM) function in the province • Facilitate the coordination of provincial KM Forum • Monitor the departmental and municipal implementation of KM Forum resolutions • Provide

strategic support on the Provincial KM function • Ensure implementation of the KM Strategy and implementation Plan in the Province • Identify and appoint KM structures in the Province • Conduct Knowledge Management awareness sessions • Develop the Provincial KM policy • Render supervisory services.

#### 04. Post: DEPUTY DIRECTOR: RESEARCH SERVICES

Ref: DD-RS/OTP/04

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum per annum (Level 12)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF 7), or equivalent qualification. A Postgraduate Degree/Diploma (NQF level 8) will be an added advantage. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Research Management. Practical knowledge of government policies on research management legislative and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and a valid driver's license is a requirement.

**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 • Client orientation and customer focus • Problem solving and analysis • Communications.

**Duties:** Coordinate the establishment of the research partnerships with institutions of higher learning/research institutions • Facilitate research collaboration with institutions of higher learning/research institutions • Foster partnership and promote research collaborations between institutions of higher learning/research institutions and provincial departments • Develop, improve, accelerate and strengthen research capacity in the province • Coordinate Mpumalanga Research Institute activities • Manage the implementation of the Provincial Research Agenda • Facilitate the coordination of provincial Research Forum • Manage the compilation of research agenda reports • Render supervisory services.

#### 05. Post: DEPUTY DIRECTOR: PROTOCOL SERVICES

Ref: DD-PS/OTP/05

Salary: An all-inclusive remuneration package of R1 003 890.00 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 equivalent qualification. 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 • 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.

#### 06. Post: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS

Ref: DD-IR/OTP/06

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum (Level 12)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in International Relations, Public Management (NQF level 7) or equivalent qualification. A minimum of three (3) years of experience at a Junior Management level. Experience in international relations coordination, strategic management, monitoring, and evaluation. Must have a good understanding of the White Paper on South African Foreign Policy, National Development Plan, Mpumalanga Vision 2030 and National Priorities.

**Essential skills will include the following:** International relations • Strategic capability and leadership • Financial management • Change management • Report writing and presentation • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Communications.

**Duties:** Coordinating the implementation of donor funding programmes • Manage and oversee stakeholder engagement • Conducting research on potential international partners • Monitoring twinning agreements • Monitor donor funding assistance programmes implemented by sector departments and municipalities • Co-ordination of outbound/inbound missions • Co-ordinate existing and new regional partnership with Southern Africa, East Africa, Central Africa, West Africa and North Africa • Managing the Division's resources.

#### 07. Post: DEPUTY DIRECTOR: SOCIAL PROTECTION COMMUNICATION AND HUMAN DEVELOPMENT CLUSTER

Ref: DD-SC/OTP/07

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum (Level 12)

The successful candidate will be required to enter into a Performance Agreement with the Director: Social Protection Communication and Human Development Cluster. The shortlisted candidates will be subjected to a competency assessment.

**Requirements:** An appropriate Bachelor's Degree (NQF level 7) in Economics, Development Studies, Social Science, Monitoring and Evaluation, Public Policy. A minimum of three (3) years managerial experience at a Junior Management level. Experience in the field of Monitoring and Evaluation would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service.

**Essential skills will include the following:** Comprehensive report writing • 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:** Manage the development of the Integrated Provincial Programme of Action for the Social and Transformation Cluster aligned to SONA, SOPA, MTPD and Mpumalanga Vision 2030 • Manage the monitoring and evaluation of the provincial department's performance within the social and transformation cluster • Manage the assessment of provincial performance against provincial priorities, national policies, Makgotla priorities and other Provincial Strategic Fora • Provide strategic direction / support to cluster departments on policy matters through analysis and review of departmental plans of submissions prior • Provide policy advice to the social and transformation cluster on a regular basis. Ensure improvement of performance of departments through establishing monitoring, reporting and evaluations systems for cluster and transformation departments. Manage Risk Management and coordination of PRIME activities • Manage the Social Transformation Cluster Management Directorate.

#### 08. Post: DEPUTY DIRECTOR: MEDIA, DEPARTMENTAL LIAISON AND INFORMATION SERVICES (WEBSITE)

Ref: DD-MDL/OTP/08

Salary: An all-inclusive remuneration package of R1 003 890.00 per annum (Level 12)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma or qualification in Journalism (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of media liaison and information services, communications, journalism and or in public relations. Competency in media operations, local government communications and ability to communicate with various audiences at different levels. Excellent coordinating, organisational and writing skills and a valid driver's license.

**Essential skills will include the following:** 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:** Compiling content for the website • Identifying, selecting and acquiring information • Building and maintaining relationships with suppliers of information and liaising with other role-players involved in updating and maintaining the portal • Managing the translation of the website content • Ensuring continuous quality assurance • Developing and updating content management policies and processes • Developing and improving content management system • Planning information architecture, navigation, layout and design of the website.

#### 09. Post: DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES

Ref: DD-THRS/OTP/09

Salary: An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Human Resource Management or Public Management and Administration (NQF level 7) or equivalent and relevant qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of human resource management, human resource development and policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service.

**Essential skills will include the following:** Policy development and management • HR prescripts analysis • Comprehensive report writing • 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:** Manage the development and review of HRM Policies and Frameworks after receipt of requests • Monitor compliance to HRM prescripts, with specific reference to effective Performance Management System for officials on SL 2-12, SMS members and HOD's within the provincial departments • Monitor compliance by departments with reference to Employment Equity Act implementation and HR Planning • Ensure management of risk within the Unit • Manage HR and promote efficient Unit resource utilization.

#### 10. Post: DEPUTY DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING

Ref: DD-HRP/OTP/10

Salary: An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

The successful candidate will be required to enter into a Performance Agreement with the Director: Internal HR Management and Development.

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Human Resource Management, Public Management and Administration (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the fields of human resource management, labour relations, policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as any other prescripts applicable in the Public Service.

**Essential skills will include the following:** HR management • HR prescripts analysis • Comprehensive report writing • 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:** Manage the development of the recruitment, selection and retention policies/strategies and the implementation thereof • Manage the implementation of the transfer processes • Manage the implementation of the compensation of employees and conditions of service in terms of the Basic Conditions of Employment Act • Manage the development and implementation of the organizational strategy, HR Plan and the Employment Equity Plan • Manage the Sub-Unit's planning and reporting, based on the approved plans and strategies • Provide informed advice on human resource matters • Manage the Office's personnel records and any related information • Manage and administer the human resource PERSAL system • Manage the Sub-Unit's human, financial, physical resources, as well as information.

#### 11. Post: DEPUTY DIRECTOR: RECORDS MANAGEMENT AND AUXILIARY SERVICES

Ref: DD-RMA/OTP/11

Salary: An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

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

**Requirements:** An appropriate Bachelor's Degree / Advanced National Diploma in Archives and Records Management or Public Management (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills and ability to work independently and as part of a team.

**Essential skills will include the following:** Archives and records management • Planning and organizing • 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:** Developing and implementation of records management policies and strategies • Developing and monitoring of the Office's implementation of the filing plan • Managing and safeguarding the Office's documents and files • Managing auxiliary services • Managing and safeguarding of electronic and audio-visual records • Co-ordinating the process of archiving and disposing of documents • Managing the Division's resources.

#### 12. Post: DEPUTY DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT (INTERNAL CONTROL AND COMPLIANCE MANAGEMENT)

Ref: DD- OREM/OTP/12

An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

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

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF Level 7). A minimum of three (3) years of experience at a Junior Management level in compliance, risk management, internal audit and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management. Full understanding of audit processes in the Public Service. Demonstrate analytical abilities, leadership skills, communication skills both verbal and writing and people management skills. Should have integrity, self-confidence, a sense of responsibility and ability to work under pressure.

**Essential skills will include the following:** Interpersonal relations • Strategic capability and leadership • Financial management • Change management • Report writing and presentation • Knowledge management • People management and empowerment • Programme and project management • Service delivery innovations • Client orientation and customer focus • Problem solving and analysis • Communications.

**Duties:** Develop and manage the implementation of compliance management policy framework • Manage and update the Departmental compliance risk universe on an on-going basis • Develop compliance risk management plan • Provide guidance, advice, and/or training and educational programs, to improve department's understanding of related laws and regulatory requirements • Promote and influence compliance management culture in the department • Monitor the implementation of applicable legislation and maintenance of the compliance universe • Coordinate internal and external audit engagements • Coordinate oversight reports and tracking of recommendations • Compile compliance reports to management or any relevant stakeholder.

#### 13. Post: ASSISTANT DIRECTOR: EXPENDITURE

Ref: AD-EXP/OTP/13

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce (NQF level 6), a B-Com Degree in Accounting is an added advantage. A minimum of three (3) years relevant experience in Expenditure or Financial Management field. Practical knowledge 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:** 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 and manage staff performance • Establish and maintain the expenditure risk factors.

#### 14. Post: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS

Ref: AD-FI/OTP/14

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma or equivalent qualification in Internal Audit, Labour Relations, Accounting, Risk Management and Law or B Com Law (NQF level 6) or equivalent and relevant qualification, with experience in an investigation environment and a valid driver's license is essential.

**Duties:** Conducting investigations and preparing reports on various fraud and corruption cases • Managing corruption cases and reviewing forensic audit reports • Keeping records of all Companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury • Liaising with various stakeholders, such as SIU, SAPS, AFU and participants at the Multi-Agency Working Group, regarding investigative operations relating to all reported cases • Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within reasonable time • Provide technical support to the Provincial Department and Local Municipalities as and when necessary.

#### 15. Post: BAS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT

Ref: AD-BSC/OTP/15

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Public Administration, Accounting, (NQF level 6) or equivalent qualification. Three (3) years' experience within the BAS environment. Sound knowledge of the Department processes, procedures and financial reporting requirements. Knowledge of accounting, computer skills, people management skills and presentation skills, extensive

knowledge of the system. A System Controller's Certificate will be an added advantage.

**Duties:** Manage Security Profiles • Maintain departmental parameters • Investigate all issues raised and experienced within the Department and resolve them • Facilitate all BAS system releases • Establish and maintain communication between BAS and relevant source systems • Manage and monitor the functions of BAS Users • Ensure that important management reports are made available to CFO and other managers • Draw reports on the system on regular basis to enable him/her to monitor the activities of the Departments, e.g. audit trails • Assist auditors with relevant reports and auditors download that they need for auditing.

#### 16. Post: PERSAL SYSTEM CONTROLLER: FINANCIAL MANAGEMENT

Ref: AD-PSC/OTP/16

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. Must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.

**Duties:** Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel • Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks • Ensure that prerequisites and procedures of PERSAL are well executed • Ensure the compilation and maintenance of In-house user manuals • Manage the authorizations of suspense file transactions and the verification thereof with the source document • Advise PERSAL users on the operation of the system • Execute control and audit measures by making use of PERSAL's exception reports.

#### 17. Post: LOGIS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT

Ref: AD-LSC/OTP/17

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree / National Diploma in Accounting, B-Com or Public Management/ Administration (NQF level 6) or equivalent qualification. Certificate in Logis System Controller. Three (3) years' experience within the experience in Financial Management. Good Knowledge and skills in BAS, LOGIS, Treasury Regulations, PFMA, credit and debt management, numeracy, financial administration, Good Knowledge of Public Service Regulations, Risk Management and PFMA and a valid driver's license.

**Duties:** Implement Logistical Information System Sites • Monitor and evaluate the implementation of LOGIS and maintenance programmes • Facilitate the implementation of segregation of duties and acceptance of functional agreement for all LOGIS Users • Evaluate performance of institutional sites and give report to senior management • Assist with supplier banking details • Manage processing of orders • Arrange training for Logis Users • Assist Assets Management with Logis related matters • monitor other personnel services related to processing of orders.

#### 18. Post: ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES

Ref: AD-LDMS /OTP/18

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree / National Diploma in Commerce, or B-Com in Accounting or equivalent qualification (NQF level 6) or equivalent qualification. Three (3) years' experience in relevant experience in Organisational Design and Job Evaluation. A Certificate in Job Evaluation. A valid driver's license.

**Duties:** Develop and implement plans and strategies on logistics and disposal management in the Office • Managing the capturing and approval of requisitions for the office • Managing the ordering processes • Managing the inventory and consumable • Render supervisory services.

#### 19. Post: CHIEF WORKSTUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION

Ref: CWO-ODJE /OTP/19

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Work Study/Management Services/Organizational Design, or equivalent qualification (NQF level 6), with three (3) years of relevant experience in Organisational Design and Job Evaluation. A Certificate in Job Evaluation. A valid driver's license.

**Duties:** Conducting Work Study Investigations and Compiling Reports • Conducting Job Evaluations • Facilitating the Process of developing Job Description • Advising Departments on organograms and efficiency related matters • Managing the Division's resources.

#### 20. Post: ASSISTANT DIRECTOR: MEDIA DEPARTMENTAL LIAISON AND INFORMATION SERVICES

Ref: AS-MDL/OTP/20

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree or National Diploma (NQF level 6) in Communications/ Journalism or equivalent qualification. Ability to work independently without supervision and a valid driver's license.

**Duties:** Implementing media engagement plans • Identify relevant media platforms to profile the Premier and the Provincial Government • Distribute media alerts, statements and releases to the media database • Conceptualise media content such as media advisories and media statements for approval by the supervisor • Facilitate Provincial Government Communicators' Forum • Coordinate monthly and quarterly reports • Manage communication activities around the events and campaigns on the departmental calendar • Facilitate media accreditation, coordinate venues for media registration and interviews.

#### 21. Post: ASSISTANT DIRECTOR (SDF): HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT

Ref: AD-SDF/OTP/21

Salary: R552 081.00 per annum (Level 10)

**Requirements:** Appropriate Bachelor's Degree or National Diploma (NQF Level 6) in Human Resources or Public Management/Administration or equivalent qualification, with a minimum of three (3) years relevant experience in Human Resource Development and Performance Management fields. Practical knowledge of government policies on human resource development and performance management. Good interpersonal and communications skills. Facilitation and Presentation skills. Ability to work independently

and as part of a team. Skills Development Facilitator, Assessor and Moderator certificates will be an added advantage. A valid Driver's license.

**Duties:** Coordinate and facilitate the development, Implementation and monitoring of the Workplace Skills Plan • Facilitate the implementation of Learnership, Recognition of Prior Learning (RPL), Community education and training (CET) and Internship Programmes in the Office of the Premier • Management and support of the Premier's Discretionary Bursary Fund • Compile Quarterly and Annual reports. Liaison with Service Providers and PSETA.

#### 22. Post: PERSAL SYSTEM CONTROLLER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING

Ref: AD-PSC/OTP/22

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. Must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.

**Duties:** Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel • Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks • Ensure that prerequisites and procedures of PERSAL are well executed • Ensure the compilation and maintenance of In-house user manuals • Manage the authorizations of suspense file transactions and the verification thereof with the source document • Advise PERSAL users on the operation of the system • Execute control and audit measures by making use of PERSAL's exception reports.

#### 23. Post: ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF WOMEN

Ref: AD-OSW/OTP/23

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Social Science, Social Work, Psychology, Humanities (NQF level 6) or relevant qualification. Three (3) years' experience supporting target groups. Practical knowledge on government policies and programmes supporting target groups, in particular women, good interpersonal and communications skills and ability to work independently and as part of a team.

**Duties:** Assist in Formulating policy frameworks and guidelines on women matters and provide an informed advice thereon • Assist in coordinating the integration of gender equality across departmental programmes and projects • Assist in monitoring and reporting on gender representativity across the departments • Co-ordinate the Provincial programme of action of women • Compile reports and provide an informed advice on gender related issues.

#### 24. Post: ASSISTANT DIRECTOR: ECONOMY, INVESTMENT AND EMPLOYMENT CLUSTER

Ref: AD-EIEC/OTP/24

Salary: R552 081.00 per annum (Level 10)

**Requirements:** An appropriate Bachelor's Degree/ National Diploma in Economics or Development Economics/Business Management (NQF level 6) or equivalent qualification. Three (3) years' experience. Policy analysis and research capabilities. 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. Familiarity with relevant provincial policies and priorities. Graphic presentation of information. Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule.

**Essential Skills:** Experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Monitoring and Evaluation • Coordination skills • Analytical skills, Project management skills • Financial and People management and Graphic representation of information



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REPUBLIC OF SOUTH AFRICA



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*Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.*

### 26. Post: ASSISTANT DIRECTOR: EVALUATION

Ref: AD-EVA/OTP/26

Salary: R552 081.00 per annum  
(Level 10)

**Requirements:** An appropriate Bachelor Degree/National Diploma in Monitoring and Evaluation/ Social Science/ Economy/ Development Studies/ Auditing (NQF level 6) or equivalent qualification. Three (3) years' experience in Monitoring and Evaluation or Strategic Planning will be an added advantage. Good communication skills with excellent organizational and writing skills, as well as the ability to interact at high profile levels.

**Duties:** Develop Provincial Monitoring and Evaluation Framework • Develop Provincial Evaluation Plan and manage the implementation of the evaluations studies • Monitor and report performance of Provincial department's, entities against the predetermined objectives • Provide support to the Evaluation Directorate in executing its mandate • Support the Directorate in performance monitoring of provincial departments • Support the Directorate on Integrated Frontline Service Delivery Monitoring and Support (FSDM) • Operate IT system designed for performance monitoring and data management • Support the Directorate in developing of monitoring and evaluation frameworks, policies and tools • Support the implementation and coordination of plans and projects of the Directorate • Perform any other function assigned to the Directorate.

### 27. Post: ICT SPECIALIST: PROVINCIAL GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY (PGITO)

Ref: AD-ICT/OTP/27

Salary: R552 081.00 per annum  
(Level 10)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Information Technology, or equivalent qualification (NQF level 6), with extensive experience in Information Technology. Problem solving skills, ability to work independently or in a team and advanced computer literacy skills.

**Duties:** Providing technical support for Information Technology related devices in the Office of the Premier and other departments • Promoting ICT awareness and usage thereof in the Office of the Premier and other departments • Monitoring IT service level agreements that the OTP and other departments enter into with service providers • Developing IT technical standards on procedural and related matters to OTP and departments.

### 28. Post: ASSISTANT DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT (PMDS)

Ref: AD-PMDS/OTP/28

Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor Degree/National Diploma in Human Resource Management/ Public Management (NQF level 6) or equivalent qualification, with a minimum of three (3) years relevant experience in human resource management. Relevant experience in human resource management and development fields. Practical knowledge of government policies on human resource management and development. Good interpersonal and communications skills. Ability to work independently and as part of a team.

**Duties:** Coordinate the implementation of Performance Management and Development Policy for officials on Salary levels 2-12 and SMS Members • Coordinate the implementation of performance management and development of policy for SMS members • Administer benefits on PERSAL • Training of officials on Salary levels 2-12 and SMS Members regarding PMDS Policy requirements • Liaise with officials and other stakeholders regarding PMDS issues • Capture all PMDS documents on PERSAL System • Coordinate all sittings on PMDS for all officials within the Office of the Premier • Attend to all queries relating to PMDS matters.

### 29. Post: ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT

Ref: AD-OREM/OTP/29

Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or equivalent qualification. Three years' experience in Risk Management/Auditing/Financial Management. Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organizations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016, as amended. 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 • 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.

### 30. Post: ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE

Ref: AD-IMG/OTP/30

Salary: R444 036.00 per annum  
(Level 09)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Public Management/ Communication/Law/ Ethics or Social Sciences (NQF Level 6) or in the relevant field. At least 3-5 years of experience in a related field (e.g. ethics, compliance, community development). Strong knowledge of ethics and integrity principles, including relevant laws and regulations. Good communication and interpersonal skills. Ability to make presentations. Strong analytical and problem-solving skills. Ability to maintain confidentiality and handle sensitive information.

**Duties:** Co-ordinate and Implement the Provincial/National Anti-Corruption Strategy and the Implementation Plans • Co-ordinate and monitor the implementation of the Provincial ethics strategy, Policies and Programmes • Provide oversight role and support to the Provincial Departments and Municipalities on integrity management and promotion of good governance, including Ethics management • Organize and facilitate awareness programmes on ethics and integrity awareness meant to promote good governance • Coordinate and provide Secretariat function to the Provincial Anti-Corruption Co-ordination Committee • Collaborate with Departments and Municipalities to ensure that ethics and integrity are integrated into all aspects of the organization • Provide regular general support to the manager and compile monthly and quarterly reports on ethics and integrity matters.

### 31. Post: WORK STUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION

Ref: WSO/OTP/31

Salary: R376 413.00 per annum  
(Level 08).

**Requirements:** An appropriate Bachelor's Degree /National Diploma in Work Study/ Management Services/Organizational Design or equivalent qualification (NQF level 6). Knowledge of Job Evaluation is an added advantage. A valid driver's license will be an added advantage.

**Duties:** Developing of Organograms and compiling of reports on the organization and post establishment of the departments • Evaluating posts in the provincial departments • Facilitating the process of compiling Job Descriptions in the departments • Rendering advice to management on organogram and efficiency-related matters.

### 32. Post: FORENSIC INVESTIGATOR: FORENSIC INVESTIGATIONS

Ref: FI/OTP/32

Salary: R376 413.00 per annum  
(Level 08).

**Requirements:** An appropriate Bachelor's Degree/Advanced National Diploma in Forensic Investigations, Law, Risk Management or Commerce (NQF level 6) or equivalent qualification. Knowledge in the investigation environment and a valid driver's license.

**Duties:** Conducting investigations and preparing reports on various fraud and corruption cases • Management of fraud and corruption cases • Manage cases database and tracking systems • reviewing forensic audit reports • Keeping records of all companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury • Liaising with various stakeholders such as SIU, SAPS, AFU regarding investigative operations relating to all reported cases • Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within a reasonable time • Compiling monthly and quarterly reports on all the work within their jurisdiction • Providing expert support to the provincial departments and local municipalities as and when necessary.

### 33. Post: ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS MANAGEMENT

Ref: AO-TAM/OTP/33

Salary: R308 154.00 per annum  
(Level 07).

**Requirements:** An appropriate Bachelor's of Commerce Degree/National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or equivalent qualification. Ability to work with figures. Practical knowledge of government logistics and disposal management processes. Sound interpersonal and communication skills. Computer literacy is recommended.

**Duties:** Receive assets deliveries. Barcode assets received and issue assets received to the relevant Unit • Administer disposal management • Conduct Assets verifications • Capturing and Updating assets information on the LOGIS system • capturing and updating assets on assets register.

### 34. Post: ADMINISTRATIVE OFFICER: STRATEGIC MANAGEMENT AND PLANNING

Ref: AO-SMP/OTP/34

Salary: R 308 154.00 per annum  
(Level 07)

**Requirements:** A Bachelors Degree/National Diploma (NQF Level 6) in Administration/Public Management/Organisational Performance Planning and Monitoring. 2-3 years working experience in strategic planning, monitoring and evaluation environment. Administration, organisational, administrative and time management skills. Computer literacy in (Ms Word Excel and Power Point). Knowledge and Experience of the strategic planning, monitoring and evaluation policies, prescripts and practices. 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. Valid driver's licence.

**Duties:** Assist in Coordination of the implementation of strategic planning, monitoring and evaluation policies • Participate in the development of strategic planning, monitoring and evaluation templates • Distribute templates as required • Assist in the compilation of the Departmental plans, annual, quarterly and monthly reports • Assist in coordination of strategic performance review reports and sessions • Maintain accurate records and filing systems • Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) • Process financial and administrative related documents • Attend to daily enquiries and make sure that necessary follow-ups are made.

### 35. Post: MESSENGER: EXECUTIVE COUNCIL SECRETARIAT

Ref: M-EXCO/OTP/35

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** A minimum of NQF Level 4 (Grade 12 Certificate or equivalent). Driver's license (Code 8-EC). A minimum of five years driving experience.

**Duties:** Transportation of work teams • Deliver and collect documents from different departments and entities • Transportation of material and/or equipment • Detect and repair minor mechanical problems on the vehicles • Check and attend to level and/or condition of oil, fuel, tyres and water • Take steps to have vehicles repaired by the relevant authorities • Inspect vehicles/equipment/material and report defects • Complete vehicle logbook and trip authorization.

### 36. Post: ADMINISTRATION CLERK: TRANSVERSAL HUMAN RESOURCE SERVICES

Ref: AC-THRS/OTP/36

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate, Certificate in Office Administration, Experience in the field of Office Administration will be an added advantage, Sound interpersonal and communication skills and computer literacy is highly recommended.

**Duties:** Maintain accurate records and manage the Unit's filing system • Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) • Process financial and administrative related documents • Attend to daily enquiries and make sure that necessary follow-ups are made • Record and compile minutes during meetings • Handle logistical services for the Unit.

### 37. Post: REGISTRY CLERK: RECORDS MANAGEMENT AND AUXILIARY SERVICES

Ref: RC-RMAS/OTP/37

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Senior Certificate (Grade 12). Competency in handling registry matters. Extensive experience and knowledge of Directives and procedures in registry. Knowledge of the National Archives Act, MISS, registration and messenger services. Appropriate experience in electronic records management is essential. Knowledge and understanding of records classification system and Ability to work under pressure.

**Competencies:** Ability to read and analyse official documents. Ability to work in a team and independently. Good interpersonal relations. Good communications skills. Computer literacy. Must be pro-active and flexible.

**Duties:** Process incoming and outgoing documents • Manage correspondences • Ensure safekeeping and security of all documents • Process documents for archiving • Comply with and promote Batho Pele Principles and Service Standards • Perform ad hoc duties as directed by the Senior Manager and Deliver documents to relevant stakeholders.

### 38. Post: SECRETARY: STRATEGIC MANAGEMENT AND PLANNING

Ref: S-SMP/OTP/38

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

### 39. Post: SECRETARY: LABOUR RELATIONS

Ref: S-LR/OTP/39

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

### 40. Post: SECRETARY: INTERNATIONAL RELATIONS

Ref: S-IR/OTP/40

Salary: R216 417.00 per annum  
(Level 05)

**Requirements:** Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the Unit • Record and compile minutes during meetings • Handle logistical services for the Unit • Manage the Unit's filing system.

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

**Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, MBOMBELA 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: [otprecruitment@mpg.gov.za](mailto:otprecruitment@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: 04 April 2025**