



office of the premier
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA



WE ARE
HIRING...

VACANT
POST

OFFICE OF THE PREMIER

CENTRE: THE POST IS BASED IN MBOMBELA

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below.

The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of this position and that the candidature of person, 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 (submitted prior to appointment) that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment)

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.

The recommended candidate for this post shall be subjected to a competency assessment.

Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement.

The successful candidate will be required to disclose her/his financial interests, when required.

Post: DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL

Ref: D-DG/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. The shortlisted candidates will be subjected to a competency assessment.

REQUIREMENTS:

An appropriate Bachelor's Degree /Advanced National Diploma or equivalent qualification in Public Management or Administration or Law (NQF level 7), with a minimum of 5 years managerial experience in a Middle/ Senior Management level. SMS Pre-entry Certificate. 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:

- Supporting the Director-General with respect to the duties as a Secretary to the Executive Council and Chairperson of the Provincial Management Committee • Supporting the Director-General with respect to the duties as Head of the Department for the Office of the Premier • Co-ordinating the decision, support and work-flow system in the Office of the Director-General • Supporting the participation of the Director-General in all relevant intergovernmental structures • Managing the staff and resources of the Office of the Director-General.

Enquiries should be directed to the Acting Deputy Director: Internal HR Management and Development - 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

CLOSING DATE: 04 JULY 2025

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

"Mpumalanga, a Province that works for all"

