

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 22 April 2025 at 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered if you are not currently employed in the public service. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.
- ERRATUM:** Kindly note that the following posts that were advertised in Public Service Circular 10 dated 14 March 2025 with the closing of 31 March 2025, Assistant Director: Trade and Development Promotion Ref No: DEDT 2024/25/27, the title of the post has been amended to Assistant Director: Trade and Investment Promotion Ref No: DEDT 2024/25/27 and the NQF Level has been amended from NQF 7 to NQF 6 & the location has been amended from Mbombela to Ermelo; Assistant Director: Economic Analysis Ref No: DEDT 2024/25/28, the NQF level has been amended from NQF 7 to NQF 6, Business Advisor: Enterprise Development Ref No: DEDT 2025/25/30 and Trade Advisor: Trade And Development Ref No: DEDT 2024/25/32 the requirements of both posts have been amended to include two (2) years relevant experience in addition to the NQF 6 qualification. The closing date has been extended to 22 April 2025.

OTHER POSTS

POST 12/143 : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2024/25/27**

SALARY : R552 081 per annum (Level 10)
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : An appropriate SAQA recognized NQF 6 tertiary qualification in Economics and Business Administration with three (3) to five (5) years relevant work experience in the field. Knowledge of the legal framework, Public Finance Management, International Trade and Promotion, work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.

APPLICATIONS : Email to recruitmentdedt4@mpg.gov.za
ENQUIRIES : Ms FP Sibiya Tel No: (013) 766 4490

POST 12/144 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2024/25/28**

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF 6 tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and experience in economic research. Demonstrate good knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Assist to compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the

		Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FP Sibiya Tel No: (013) 766 4490
	:	recruitmentdedt4@mpg.gov.za
<u>POST 12/145</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION STAKEHOLDER RELATIONS REF NO: DEDT 2025/26/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10)
	:	Head Office, Mbombela
	:	An appropriate SAQA recognised NQF level 6 qualification in Communication/ Journalism/Marketing/Public Relations with a minimum of 3 years' experience in a communication/marketing/public relations environment. A valid driver's license is required. Understanding of the Public Finance Management Act (PFMA) and project management. Be able to work under pressure, be prepared to work irregular hours (including weekends and public holidays) and travel extensively (when required). Have excellent verbal, writing and photography skills, and be able to meet all deadlines without failure. The prospective employee must have thorough understanding of both internal and external stakeholders in relation to Communication and the Department in general. S/he must be able to define problems, determine available options, collect data, establish facts and draw valid conclusions. Must excellently understand the mandate of the Department in terms of applicable Acts, prescripts and regulations. Practical writing test will be done on the day of the interview to confirm computer and writing skills.
<u>DUTIES</u>	:	Assist in the development and implementation of branding and marketing plans; Produce content for all departmental Information-sharing publications; Coordinate public participation programmes and campaigns; Coordinate and attend departmental exhibitions and community Outreach Programmes; Facilitate the coordination of departmental Calendar of Events; Liaise and work closely with departmental Public Entities, government Finance Developmental Institutions, the public and other stakeholders; Manage departmental Branding material; Provide branding service and ensure that all government and departmental events and activities are supported; Keep both internal and external communication stakeholders regularly informed via all approved channels of communication; Contribute content (pictures and news articles) towards the departmental social media platforms; Create a database of all captured photographs in a form of Picture Gallery in the departmental Website and Intranet; Compile and submit all required reports; Provide general administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FP Sibiya Tel No: (013) 766 4490
	:	Email to recruitmentdedt4@mpg.gov.za
<u>POST 12/146</u>	:	<u>BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/25/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Gert Sibande District Office, Ermelo
	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification (Degree or Diploma), with two experience in the field of business/enterprise development and CIPC services. Skills and knowledge in presentation, problem solving, client relation, good communication, computer, and must be able to work in teams. The official must be willing to work under pressure. A driver's license is critical for the job.
<u>DUTIES</u>	:	Develop and support Enterprises in the Province. Interact with Departments, agencies that are involved in Enterprise development both national and provincial including Municipalities. Facilitate funding of MSME's and Cooperatives in order to start or grow their businesses. Facilitate non- financial support for Cooperatives and MSME's. The official is to assist in the review, development and implementation of policies and legislative prescript, business registration and strategies that seeks to develop, support, and govern MSME and Cooperatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LP Mabaso Tel No: (013) 766 4424
	:	Email to recruitmentdedt3@mpg.gov.za

<u>POST 12/147</u>	:	<u>TRADE ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2024/25/32</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Gert Sibande District Office-Ermelo
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification with two (2) years relevant experience in trade and development environment. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.
<u>DUTIES</u>	:	Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.
<u>ENQUIRIES</u>	:	Ms LP Mabaso Tel No: (013) 766 4424
<u>APPLICATIONS</u>	:	Email to recruitmentdedt3@mpg.gov.za
<u>POST 12/148</u>	:	<u>HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2025/26/02</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration and a completion of a two year internship programme. Understanding of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts. A valid driver's license is required.
<u>DUTIES</u>	:	Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Capturing of Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate PMDS database. Facilitate the implementation of Annual Assessment outcome letters (Pay progression). Facilitate the Development of EE Plan. Assist in the development of the cost per head document. Administer secretariat services to the Organisational Functionality Assessment and other Committees facilitated by the Human Resource Planning section. Maintain an HR Policy register.
<u>ENQUIRIES</u>	:	Ms J Mabuza Tel No: (013) 766 4140
<u>APPLICATIONS</u>	:	Email to recruitmentdedt6@mpg.gov.za
<u>POST 12/149</u>	:	<u>SECRETARY: INTERGRATED ECONOMIC DEVELOPMENT SERVICE REF NO: DEDT 2025/26/03</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	Gr 12 with appropriate SAQA recognized NQF level 4 qualification in Office Administration with one year relevant experience in secretarial or related field. Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government, Batho Pele principles, and other relevant legislation. Skills and Competencies: Communication skills (verbal & written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include (tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.
<u>DUTIES</u>	:	Manage the diary of the Chief Director. Uphold a positive image of the office. Take minutes during Chief Directorate meetings and other meetings when required. Prepare and consolidate presentations and frequent reports. Ensure effective flow of information and documents to and from the office of the manager. Scrutinise documents to determine actions/information/other

documents required for meetings. Make travel arrangements (flights, accommodation, transport), process travel and subsistence claims for the manager. Co-ordinate Chief Directorate activities, inputs and compile various reports. Assist with procurement of goods and services. Handle and maintain correspondences, control flow of files, process telephone calls and take messages. Remain abreast with the procedures and process that apply in the office of the manager and the entire Department. Arrange entry authorisation, appointments and meetings. Ensure the office is tidy and inventory is maintained and updated.

ENQUIRIES
APPLICATIONS

: Ms. N Ndhlala Tel No: (013) 766 4472
: Email to recruitmentdedt5@mpg.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Applications may be posted to: The Deputy Director General; Department of Social Development, Private Bag X11213, Nelspruit, 1200 or hand delivered to: Department of Social Development offices: Mbombela Square Building No 3, 4th floor HRM Offices (next to Mbombela High Court) / Alternatively applications may be emailed to: vacancies@dsdmpu.gov.za

CLOSING DATE
NOTE

: 24 April 2025
: To Applicants: Applications should be submitted on the signed new Z83 application form, obtainable from any Public Service Department or by visiting <https://www.dpsa.gov.za/newsroom/psvc>. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR section as well as considering the cost for applicants. The Department of Social Development will request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR section of the Department on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for more than one post. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed or emailed applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes. The Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Social Development within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before appointed. The duration of the online Pre-Entry Programme is 120 national hours [15 days]. Full details may be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> they are. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for any re-advertised posts are encouraged to re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). Social Service Profession posts will require shortlisted candidates to provide a recent registration certificate, not proof of payment.

MANAGEMENT ECHELON

<u>POSTS 12/150</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DSD/APR/PRO/25/01</u> Re-advertisement
<u>SALARY</u>	:	R1 436 022 per annum, (All-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE</u>	:	Provincial Office (Mbombela Square)
<u>REQUIREMENTS</u>	:	A National Senior Certificate/ABET level 4. A Bachelor's Degree in Commerce with Accounting and Auditing OR an equivalent qualification (NQF level 7) in Finance, Supply Chain or Logistic Management. 5 years' experience at Senior Management level. Membership or eligibility for membership of Institute of Public Finance and Auditing or any professional accounting body. A valid driver's license. SMS Pre-entry certificate (Nyukela certificate) prior to appointment. Competencies: Knowledge of GAAP and GRAP, Public Service Act, Public Service Regulations, Strategic Management, Public Finance Management Act, Treasury Regulations. Accounting and Auditing Skills. Organizational skills. Advanced computer skills.
<u>DUTIES</u>	:	Respond to the changing needs for financial information and advise the Accounting Officer. Develop, implement and maintain the systems to improve the financial efficiency of the department. Monitor the implementation of the Public Finance Management Act to ensure that the department complies with the PFMA at all times. Provide financial advice on the strategic planning process. Ensure that departmental financial targets and budgets are consistent with the strategic plan in order to achieve the department's objectives. Manage working capital, assets and liabilities to achieve operational efficiency. Meet the reporting requirements under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial controls and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the department, exercise budgetary control and provide strategic early warning arrangements. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General in this regard.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048/ Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/151</u>	:	<u>DIRECTOR: RESTORATIVE SERVICES REF NO: DSD/APR/PRO/25/02</u> Re-advertisement
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE</u>	:	Provincial Office (Mbombela Square)
<u>REQUIREMENTS</u>	:	A National Senior Certificate/ABET level 4. Degree in Social Science qualification with 5 years' experience in the field of Social Work at the Middle/Senior Management level. A valid drivers' license is essential. SMS Pre-entry certificate (Nyukela certificate) prior to appointment Competencies: Thorough and extensive knowledge of applicable mandates and policies that guide the provision of restorative services. A clear understanding of Public Service legislations such as the Public Finance Management Act, Public Service Act and Basic Conditions of Employment Act. Good facilitation, presentation, communication and managerial skills. Strategic Capability and Leadership.
<u>DUTIES</u>	:	Direct the strategic management and implementation of restorative services and its related frameworks. Manage the provision of crime prevention and probation services within the context of Social Development. Manage the provision of services aimed at prevention and treatment of substance abuse. Manage the provision of family preservation and social relief programmes. Manage the provision of victim empowerment services. Ensure development of guidelines, frameworks and policies to direct restorative services. Establish and maintain strategic partnerships with stakeholders for integration and coordination of services. Manage the physical, financial and human resources of the Directorate. Manage performance information of the Directorate. Monitor

		and evaluate the performance of programmes for effective and efficient implementation.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris Tel No: (013) 766 3048/ Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/152</u>	:	<u>DISTRICT DIRECTOR: NKANGALA DISTRICT REF NO: DSD/APR/NKA/25/03</u>
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District (Emalahleni) A National Senior Certificate/ABET Level 4. An appropriate Bachelor's Degree NQF level 7 as recognized by SAQA. A minimum of 5 years' experience at Middle/Senior Management services. Ability to compile complex reports. A valid driver's license. SMS Pre-entry certificate (Nyukela certificate) prior to appointment Competences: In dept. understanding and though knowledge of Public Service legislation such as PSA, PSR, PFMA, Treasury Regulations and other related policy framework. Good strategic planning, presentation and leadership abilities with strong people skills. Managerial and organizational experience.
<u>DUTIES</u>	:	Manage and facilitate the implementation of integrated developmental Social Services at District level. Manage and facilitate the provision of professional support services at the district and institutions. Facilitate and coordinate the provision of Social Welfare Services. Facilitate and coordinate the implementation of Community development Programmes. Manage and facilitate the provision of Financial Administration services. Manage and facilitate the provision of Corporate Services. Manage and coordinate the implementation of services at sub-district level.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320 Ms. Raylene Morris Tel No: (013) 766 3048 Ms. Bessy Thabethe Tel No: (013) 766 3146
<u>POST 12/153</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DSD/APR/PRO/25/04</u>
<u>SALARY</u>	:	R1 216 824 per annum, all-inclusive SMS package that must be structured according to the SMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mbombela Square) A National Certificate/ABET Level 4. An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; SMS Pre-entry certificate (Nyukela Certificate) prior to appointment. 5 years' experience at middle/senior managerial level. A valid driver's license. Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service Statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation 37, 38 (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes. Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. Pretty Sibinde Tel No: (013) 766 3320 Ms. Raylene Morris Tel No: (013) 766 3048 Ms. Bessy Thabethe Tel No: (013) 766 3146

DEPARTMENT PROVINCIAL TREASURY

CLOSING DATE **NOTE**

: 22 April 2025
: Applications must include completed and signed New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY, failure to comply with the above instructions will lead to automatic disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's license and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Applications must be sent on PDF format (maximum size: 5MB) only and indicate on the email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-Mail address will not be considered. Please note the following: The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote retrospectivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). All Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

POST 12/154

: **CHIEF ENGINEER REF NO: MPT 2/2025**
Directorate: Infrastructure Coordination

SALARY

: Grade A: R1 200 426 - R1 371 489 per annum, OSD, (all-inclusive remuneration package)

CENTRE **REQUIREMENTS**

: Mbombela
: Minimum three (3) years of Bachelor's degree in Civil Engineering (BTech/ B Eng/BSc Engineering) (NQF Level 07). Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Three (3) years of applied post-professional registration experience in various facets of Civil Engineering. A valid driver's license. Skills and Competencies: Knowledge in Civil Engineering namely: Roads, and Building Construction, Supervision and maintenance. Excellent technical report writing and presentation skills. Innovative problem-solving ability. The ability to work independently at strategic, production, and execution levels. Applied knowledge of all relevant built environment legislative/regulatory requirements of national and international standards (CDB/ISO/SANS). Ability and willingness to travel.

DUTIES

: Support and monitor the infrastructure departments and Municipalities in the Province. Review, evaluate and analyze infrastructure reports and details against industry best practice norms as applicable to strategic infrastructure planning, new, upgrading and maintenance contracts. Provide technical, hands-on, specialized support and technical reports in evaluation of the

		effectiveness and efficiency of proposed infrastructure projects. Undertake regular inspections and evaluation of infrastructure Projects within the Province. Undertake ad hoc auditing of Civil Engineering professional account/s and Civil Engineering contract final accounts. Provide mentorship to candidate engineers and technicians, and other employees within the infrastructure value chain.
<u>ENQUIRIES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446
<u>APPLICATIONS</u>	:	must be submitted by email to: MPT2.2025@mpg.gov.za
<u>POST 12/155</u>	:	<u>DEPUTY DIRECTOR: PLANNING REF NO: MPT1/2025</u> Directorate: Planning
<u>SALARY</u>	:	R1 003 890 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Public Administration/Public Affairs/Public Management/ Monitoring and Evaluation with a minimum of (3) years' functional work experience in public sector policy and planning at junior management level. A valid driver's license. Skills and Competencies: Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation, strategic thinking and managerial skills.
<u>DUTIES</u>	:	Facilitate and coordinate operational and strategic planning processes. Monitor and report on organizational performance and policy development. Coordinate change management and service delivery improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Coordinate the evaluation of the impact of departmental projects and programmes. Coordinate Batho Pele programmes. Management of human and financial resources of the Directorate.
<u>ENQUIRES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446
<u>APPLICATIONS</u>	:	must be submitted by email to: MPT1.2025@mpg.gov.za
<u>POST 12/156</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 3/2025</u> Directorate: Provincial Internal Audit
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit Financial Management/Management Accounting/Financial Accounting /Cost and Management Accounting. Membership in the Institute of Internal Auditors South Africa (IIA SA) will be an added advantage. A minimum of three (3) years' experience in auditing. A valid driver's license. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, DORA, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, planning and organizing skills, communication (Verbal and Written), Interpersonal conflict and problem solving.
<u>DUTIES</u>	:	Responsibilities: Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province. Evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. Manage human and financial resources.
<u>ENQUIRES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446
<u>APPLICATIONS</u>	:	must be submitted by email to: MPT3.2025@mpg.gov.za

<u>POST 12/157</u>	:	<u>FINANCIAL ADVISOR REF NO: MPT 4/2025</u> Directorate: Municipal Finance
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela Square
<u>REQUIREMENTS</u>	:	Minimum three (3) years of Bachelor's degree/Advanced Diploma/BTech (NQF Level (07) in Financial Management/Management Accounting/Financial Accounting/ Internal Audit/Cost and Management Accounting with a minimum of 3 years' experience in accounting environment. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Report writing, Good communication (verbal and written), interpersonal and writing skills. Knowledge of financial systems. Knowledge of MFMA and related frameworks.
<u>DUTIES</u>	:	Responsibilities: Provide support in the monitoring, enforcement and reporting on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. To provide oversight into the implementation of policies and procedures in the management of financial and non-financial performance information. Advice on training gaps and provides guidance on the utilization of the Monitoring Indicators tools for municipalities. Analyses and report on the effective implementation of the Financial Management Capability Maturity Model action plans.
<u>ENQUIRES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478/4446
<u>APPLICATIONS</u>	:	must be submitted by email to: MPT4.2025@mpg.gov.za