

**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** : 05 July 2024 @ 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](http://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. Applications received after closing date will, as a rule is not 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. 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. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advance problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). 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.

#### **MANAGEMENT ECHELON**

- POST 21/323** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEDT 2024/25/01**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 7 qualification in Human Resource Management/Public Management or equivalent qualification with a minimum of 5 years relevant work experience at Senior Management Services. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational health and Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, Public Service Collective Bargaining Council Resolutions. The successful candidate must be able to display the following competencies at advanced levels: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication.
- DUTIES** : Ensure the provisioning of optimum human resources management and development services to the department. Ensure the provisioning of effective and efficient information technology management (ICT) services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department. Ensure the implementation of Service Delivery Improvement Plan. Monitor Communication Services. Provide financial and human resource management (personnel) leadership. Manage all governance related matters of the Chief Directorate.
- ENQUIRIES** : Ms VS Hlatshwayo Tel No: (013) 766 4164  
**APPLICATIONS** : Email application to recruitmentdedt2@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.
- POST 21/324** : **DIRECTOR: BUSINESS REGULATIONS REF NO: DEDT 2024/25/02**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 7 qualification in Law/Economics/Business Management or equivalent qualification with a minimum of 5 years relevant work experience at middle management level. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies at advanced level: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
- DUTIES** : Ensure compliance with National and Provincial Business Regulations Legislations responsible for the regulation and support of businesses (formal and Informal Trade); ie. Implementation of Business Act; Identify and address Red Tape associated Business compliance; Conduct Business Inspections; Assist Local Municipalities to issue Business Licenses; Monitor implementation of Provincial Informal Economy Policy; Facilitate development of Municipal Informal Economy Policies & bylaws. Facilitate stakeholder partnership towards the support of the sector; Coordinate inspections with municipalities

and other multidisciplinary stakeholders. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

**POST 21/325** : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DEDT 2024/25/03**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics with five (5) years at middle management level in private or public sector development and policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. An in-depth understanding of the mining sector. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display the following competencies at advanced level: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Provide strategic leadership and technical support in the formulation and implementation of the province's economic growth and development path. Provide strategic direction and leadership in sectors reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the mining sector in Mpumalanga. Develop and support incubation centres in the province. Initiate and facilitate capacity-building programmes of the sectors through business processes, outsourcing, information, and training and communication technology. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. Assist all producers, manufactures and exporters to access domestic and international markets. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

**POST 21/326** : **DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2024/25/04**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 qualification in B Com- Economics/ B Com-Business Management or relevant qualification, with a minimum of 5 years relevant work experience at middle management level in private or public sector development. An in-depth understanding of SMME development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must competently display these competencies at an advanced level: strategic capability, leadership, programme

and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

- DUTIES** : Develop a provincial SMME strategy and ensure implementation of the strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.
- ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246
- APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za
- NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

- POST 21/327** : **DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2024/25/05**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics/ Development Studies or relevant qualification with five (5) years relevant working experience in middle management level. Good understanding of the South African economy, economic data and the ability to draw inference from them. Knowledge and insight into insight of the provincial priority sectors provincially. Ability and experience in dealing proactively with a range of players across industries, academia and the public sector and the community. Knowledge of government policies and processes, above average skills in terms of IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

- DUTIES** : To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and Regional LED Strategies. To provide project support and advice for Regional and LED projects at District and Local Municipal level. To facilitate and support the Regional and LED Strategy alignment, development and integration of LED, IPAP, NDP and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.

- ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246
- APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za
- NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

## OTHER POSTS

**POST 21/328** : **OFFICE MANAGER IN THE OFFICE OF THE HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDT 2024/25/06**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), all-inclusive salary package  
: Head Office: Mbombela  
: An appropriate SAQA recognized NQF level 7 qualification in Public Administration/Business Management or equivalent qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Understanding of government policies, Department's mandate/programmes, government framework on public service transformation and service delivery improvement and stakeholder relations. Good understanding and knowledge of Government Frameworks relating to economic development, Provincial Growth Development Strategy and Growth Development Strategy. Ability to read, analyse and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations. Ability to communicate with a cross section of audience with ease. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. Competencies: The candidate must display to be competent in the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management & empowerment, client orientation and customer focus and communication, honesty and integrity.

**DUTIES** : Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage submission of internal Executive Council memoranda and preparation of briefing notes on external Executive Council memoranda. Stakeholder partnership development and management. Advise the Head of Department on all content matters as they relate to the Department's strategic matters. Coordinate the Department's interactions/commitments with the Office of the MEC, Executive Council, and Portfolio Committees, Act as a link between the office of HOD and other branches in the Department to ensure coordination of functions such as management of classified documentation/information as well as strategic and general meetings. Coordinate & monitor Programmes/projects and compile progress reports. Provide strategic management support to the office of the HOD. Oversee the operationalization of the Shareholders' Compact signed between the MEC and the Parastatals. Coordinate and prepare briefs for the Head of Department in preparation for the four MINMECs the Department is accountable to as & when convened. Coordinate, facilitate and edit technical reports for presentation and discussion at the four MINTechs the Department attends as and when are convened. Coordinate the activities and reports of the Department for submission and discussion in all clusters the Head of Department attends and preside over. Effectively manage staff and resources of the office of the Head of Department and provide high-level support to management team of the Department. Manage and monitor budget and expenditure of the office of the Head of Department. Oversee the implementation and monitoring of executive decisions and provide just - in - time support to the office of the Head of Department.

**ENQUIRIES APPLICATIONS** : Ms LP Mabaso @ (013) 766 4424  
: Email application to recruitmentdedt3@mpg.gov.za

**POST 21/329** : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: DEDT 2024/25/07**

Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
: Ehlanzeni Regional Office: Mbombela  
: An appropriate SAQA recognized NQF level 7 qualification in Law or Economics or equivalent qualification with a minimum of 3 years work

experience within consumer protection environment at junior management (Assistant Director) level. A valid driver's license. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. Competencies: The preferable candidate must display the following competencies: Strategic Capability, Leadership, Programme and Project management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Render consumer advisory services through amongst others: complaints handling - assists consumers with any consumer issues experienced by consumers such as excessive pricing of commodities; unfair business practices and trading in non-compliance with the Consumer protection legislations. Facilitate the prohibition of unfair business practices. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources.

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

**POST 21/330** : **CLERK OF THE CONSUMER COURT REF NO: DEDT 2024/25/08**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R849 702 per annum (Level 11) all-inclusive salary package  
**CENTRE** : Ehlanzeni Regional Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level seven (07) tertiary in Law /Business Management/ Public Management or equivalent qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. A valid driver's licence. Competencies: The preferable candidate must display the following competencies: Strategic Capability, Leadership, Programme, Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Manage records keeping of consumer hearings in terms of Mpumalanga Consumer Affairs Act. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Manage the compilation of monthly, quarterly and annual reports. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources. Ensure proper filing and safekeeping of all court records.

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

**POST 21/331** : **DEPUTY DIRECTOR: ECONOMIC POLICY AND PLANNING REF NO: DEDT 2024/25/09**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF7 qualification in Economics/Econometrics/Development Planning or equivalent qualification with a minimums of 3 years relevant work experience at junior management (Assistant Director) level and 05 years work experience in data gathering, analysis and interpretation in economic policy analysis and related techniques

and methodologies. Knowledge and understanding of economics, its principles and theoretical frameworks. The successful candidate must be able to display the following competencies: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication and valid code (08) driver licence.

**DUTIES** : Determine and analyse key economic variables, their interrelations and relevance for provincial economic strategies and plans. Provide information that assists in formulating provincial economic policy priorities for integration in the Provincial Growth Development Strategy. Assist in developing and reviewing economic plans and strategies. Convene strategy and policy advocacy workshops and summits.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/332** : **DEPUTY DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS**  
**REF NO: DEDT 2024/25/10**

Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF7 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL and other applicable legislations. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

**DUTIES** : Manage recruitment, transfers, service terminations and implementation of the Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/333** : **ASSISTANT DIRECTOR: HR PLANNING AND PMDS REF NO: DEDT**  
**2024/25/11**

Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience in human resource planning, post establishment administration, employment equity and performance management. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy, analytical, creative and innovative thinking skills 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.
- DUTIES** : Facilitate the human resource planning processes, development of employment equity plan; compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation or abolishment of posts. Coordinate job evaluations and the review of job descriptions. Facilitate the Organisational Functionality Assessments (OFA) processes. Coordinate performance contracting, mid-year reviews, annual performance assessments, and moderation processes and updating of performance management database. Provide advices, conduct educational and awareness on human resource planning, employment equity, HR policies, performance management and development system and other HR related matters.
- ENQUIRIES APPLICATIONS** : Ms FP Sibiya Tel No: (013) 766 4490  
: Email application to recruitmentdedt4@mpg.gov.za
- POST 21/334** : **ASSISTANT DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2024/25/12**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Head Office: Mbombela  
: An appropriate SAQA recognised NQF level 6 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL, Government budgeting processes and other applicable legislations
- DUTIES** : Administer recruitment, transfers, and service terminations and implement Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide HR advices and frequent reports on human resource and related matters.
- ENQUIRIES APPLICATIONS** : Mr VS Hlatshwayo Tel No: (013) 766 4164  
: Email application to recruitmentdedt2@mpg.gov.za
- POST 21/335** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2024/24/13**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Gert Sibande District, Ermelo Office  
: An appropriate SAQA recognised NQF level 6 tertiary qualification in Economics/Business Management or Economics qualification, with a minimum of 3 years relevant work experience in private or public sector development. Understanding of SMME development, policy formulation and implementation. Knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy, Growth Development Strategy, South African economic policies, priority economics sectors in Mpumalanga and regulated industries, Public Service laws, government processes, regulations and procedures, government policies and processes, good verbal and writing communication skills. The ability to manage and work in a team and independently is a prerequisite.
- DUTIES** : Assist to develop and implement Provincial SMME strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Assist to explore and develop partnerships with other institutions to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the



establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/336** : **ASSISTANT DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2024/24/14**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Gert Sibande District, Ermelo Office  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 qualification in Economics/ Development Studies with a minimum of 3 years relevant work experience. Sound knowledge of legislative and policy framework, procurement process, project management, economic analysis, strategy development, financial management, analytical, problem solving and community facilitation process. Ability to work in a team, independently and under pressure. Report writing and presentation skills. A valid driver's license.

**DUTIES** : Support development of municipal local economic development plans. Support Municipalities in developing credible IDPS. Ensures those departmental plans are aligned with the municipal Local Economic Development plans. Support in the increase of investment within the municipalities. Improve the capacity of municipalities to manage the implementation of Local Economic Development plans. Facilitate the development and operation of Local Economic Development fora. Develop and ensure alignment of Provincial Local Economic Development strategy framework and municipal plans.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/337** : **ASSISTANT DIRECTOR: COMMUNICATION STAKEHOLDER RELATIONS REF NO: DEDT 2024/25/15**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 6 qualification in Communication/ Journalism/Marketing/Public Relations or equivalent qualification with a minimum of 3 years' experience in a communication/marketing/public relations environment. 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. The candidate must also possess a valid driver's license. Practical writing test will be done on the day of the interview to confirm computer and writing skills.

**DUTIES** : 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.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490

<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt4@mpg.gov.za
<b><u>POST 21/338</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DEDT 2024/25/16</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognised NQF level 6 qualification in Graphic design and Multimedia or equivalent qualification with three (3) years' work experience in Graphic Designs and Multimedia. Knowledge of the corporate identity prescripts, design software, PFMA and project management. The successful candidate must be able to display the following competencies: Expert proficiency in Corel Draw and Adobe CS5 Design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Excellent written and verbal communication skills and attention to detail. Computer literacy with high proficiency level and a valid driver's licence. Ability to work under pressure and irregular hours when required to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Conceptualize and develop creative ideas and implement the design and layout for departmental printed material. Execute the design for corporate stationery and marketing paraphernalia, in accordance with the Government Corporate Identity and Branding Guidelines. Promote the Department's Corporate Identity, messages and visual branding. Collate and Coordinate multimedia content, including photographs and digital publications for the website and other Corporate Communication material e.g. Brochures, newsletters, posters. Manage and protect the departmental brand and assist with the online updates of the Department.
<b><u>ENQUIRIES</u></b>	:	Ms LP Mabaso Tel No: (013) 766 4424
<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt3@mpg.gov.za
<b><u>POST 21/339</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDT 2024/25/17</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognized NQF level 6 in Supply Chain Management/Financial Management/Public administration/Cost and Management Accounting or relevant qualification, with 5 years relevant work experience in demand and acquisition management and management of service provider's contracts, performance monitoring and management Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Regulatory Frameworks and prescripts governing the procurement in the Public Service. Operational knowledge of procurement systems and processes i.e. LOGIS and BAS.
<b><u>DUTIES</u></b>	:	Promote good governance and compliance with all Supply Chain Management policies, prescripts and procedures. Provide advice with regard to Supply Chain Management in terms of demand, forecasting, procurement planning, acquisition management, utilisation management, Supplier performance, Contract management, Assets management. Ensure that spending on goods and services are in line with the Demand Management. Develop and maintain manuals on Supply Chain Management Policies and procedures, Source goods and services within a fair, equitable, transparent, competitive and cost-effective system, Set performance standards with respect to service delivery and clients, Liaise and interact with all business units in the Department and stakeholders involved with procurement. Coordinate, compile and manage the submission of reports. Prepare monthly and yearly reports. Monitor and ensure proper allocation and utilization of resources. Liaise with the Provincial and National Treasury on existing relevant transversal contracts and submissions. Implement system and controls that are compliant to ensure sound procurement practices and management. Manage the tender process in line with applicable legislation and supply chain management prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms FP Sibiya Tel No: (013) 766 4490
<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt4@mpg.gov.za
<b><u>POST 21/340</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DEDT 2024/25/18 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Mbombela

**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 qualification in Accounting/Auditing with a minimum of 3 years relevant work experience in internal auditing or auditing environment. Chartered Accountant or Certified Internal Auditor will be an added advantage. Knowledge of PFMA Act, Treasury Regulations, International standards for professional practice of internal audit, risk management standards and procedures and knowledge of corporate governance and prescripts.

**DUTIES** : Implement the strategic risk-based audit plans and ensure adherence to and continuous improvement of the internal audit risk based audit methodology. Interaction with risk officer to communicate new risks identified during audits. Manage the implementation of the marketing and communication strategy for Internal Audit Services (IAS). Work closely with key IAS stakeholders. Monitor compliance with internal audit policies and procedures. Monitor compliance with internal DST policies and procedures. Manage the science audit planning process and review the quality and relevance of the audit objectives.

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

**POST 21/341** : **INTERNAL AUDITOR REF NO: DEDT 2024/24/19**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Head Office: Mbombela

**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 tertiary qualification in Internal Auditing/Accounting or equivalent qualification. Knowledge of Internal Audit Standards, Public Finance Management Act, Internal Audit Methodologies and techniques. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

**DUTIES** : Implement approved audit plan in accordance with accepted standards. Collect, analyse, interpret documents and information to generate audit outcomes or reports. Critically evaluate the internal controls in place, identifying risks and drafting a suitable audit programme to test internal controls. Carry out audits in the department to identify deficiencies in controls and prepare working papers. Make recommendations on the identified findings that need attention. Compile draft audit reports; assist with the review and evaluation of management comments. Assist with audit committee responsibilities.

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

**POST 21/342** : **COMMERCIAL CLEANER REF NO: DEDT2024/25/20 (X2 POSTS)**

**SALARY** : R131 265 per annum (Level 02)

**REQUIREMENTS** : Grade ten (10) certificate with knowledge and skills of general hygiene, cleaning products and application, basic literacy and communication skills. Prepare to work autonomously and under pressure. Ability and knowledge to use a variety of cleaning equipment and products. Relevant work experience will serve as an added advantage.

**DUTIES** : Perform generic cleaning duties i.e. sweeping, buffing, mopping, dusting, emptying trashcans, vacuuming, polishing woodwork, wiping tables, scrubbing toilets and cleaning dishes and cutleries. Assist whenever there is a need.

**ENQUIRIES** : Ms NC Ndlala Tel No: (013) 766 4370  
**APPLICATIONS** : Email application to recruitmentdedt5@mpg.gov.za

#### **DEPARTMENT OF EDUCATION**

***The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.***

**APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 Alternatively, applications can be send to the following e-mail addresses:  
Head Office posts: [Posts.ho@mpuedu.gov.za](mailto:Posts.ho@mpuedu.gov.za)  
Bohlabela District posts: [Posts.boh@mpuedu.gov.za](mailto:Posts.boh@mpuedu.gov.za)

**FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment

**CLOSING DATE** : 04 July 2024

**NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license 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. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

#### **OTHER POSTS**

**POST 21/343** : **ENGINEER PRODUCTION GRADE A (CIVIL): PROJECTS MAINTENANCE REF NO: W1/003**

**SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.

**DUTIES** : Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

**ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408

**POST 21/344** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: W1/004**

**SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.

**DUTIES** : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off

on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.

- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/345** : **ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING REF NO: W1/005**
- SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/346** : **ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION REF NO: W1/006**
- SALARY** : R721 476 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/347** : **ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: W1/007**
- SALARY** : R721 476 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency

maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

**ENQUIRIES** : Mr KM Mathebul Tel No: (013) 766 5408

**POST 21/348** : **CONTROL WORKS INSPECTOR: WORKS INSPECTIONS REF NO: W1/009**

**SALARY** : R552 081 per annum  
**CENTRE** : Bohlabela District Office, Bushbuckridge  
**REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Six Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid Drivers license.

**DUTIES** : Manage the credibility of technical data and information for infrastructure planning and assist with implementation infrastructure projects. Manage District inputs for infrastructure planning. Manage implementation of all building projects in the districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

**ENQUIRIES** : Mr TZ Magoane Tel No: (013) 766 7410