

**PROVINCIAL ADMINISTRATION: MPUMALANGA PROVINCIAL GOVERNMENT
OFFICE OF THE PREMIER**

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Head-Internal HRM &D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternately, e-mail to: smonareng@mpg.gov.za

CLOSING DATE : 26 July 2024

NOTE The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the two posts of Heads of Departments: Economic Development and Tourism; and Community Safety, Security and Liaison. The Office of the Premier is an equal-opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed latest Z83 form issued by the Minister for Public Service and Administration, accompanied by detailed Curriculum Vitae. No faxed nor e-mailed applications will be accepted. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidates will be required to disclose their financial interests, if required. All Posts Are Based in Mbombela/ Applications should be submitted on the Z83 form obtainable from any Public Service Department or Magistrate's Office and only shortlisted candidates will submit certified copies of qualification and comprehensive CV. No faxed applications will be accepted. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

MANAGEMENT ECHELON

POST 25/30 : **HEAD OF DEPARTMENT (HOD) REF NO: HOD/DEDT/2024**

SALARY : R1 741 770. per annum (level 15) (All-inclusive package. In addition, a 10% allowance is payable as Head of Department)

CENTRE : Mbombela (Department of Economic Development and Tourism)

REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8) as recognized by SAQA. 10 years' experience at a Senior Management level. (5 years of which must be with any organ of state). Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of the government. The ideal candidate should have the following qualities: Strong strategic thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, writing and communication skills. Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven innovation and problem-solving abilities. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES : Key Performance Areas: As an Accounting Officer for the Department of Economic Development and Tourism, the incumbent will be responsible for the

following: Facilitate and coordinate the development and implementation of the economic development strategy of the province. Co-ordinate economic growth initiatives of the province through instruments such as spatial development initiatives, industry cluster initiatives, trade promotion, LED promotion, enterprise development, investment promotion, SMME development and BBBEE promotion. Facilitate business partnerships that support the economic development strategy of the province, especially through the activities of its economic parastatals. Ensure enhanced and sustainable tourism growth. Manage the finances, assets, as well as the staff of the department. Contribute to the realisation of the growth and development strategy of the province, including contributing to the clusters of the province.

ENQUIRIES : should be directed to the (A) Manager: Internal HRM & D: Ms SS Monareng: Tel. (013) 766 2004

NOTE : These are contract posts, and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

POST 25/31 : **HEAD OF DEPARTMENT (HOD) REF: (HOD/DCSSL/2024)**

SALARY : R1 741 770. per annum (Level 15) (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department

CENTRE : Mbombela (Department of Community Safety, Security and Liaison)02-2014

REQUIREMENT : Requirements: An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level (5 years of which must be with any organ of state). Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong-thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research. Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES : Key Performance Areas: As an Accounting Officer for the Department of Community Safety, Security and Liaison: Be the Accounting Officer for the Department of Community Safety, Security and Liaison Co-ordinate the implementation of social crime prevention strategies, monitoring and evaluating the functionality of South African Police Co-ordinating Departmental Planning, policy analysis, development and managing departmental programmes Render departmental safety services and monitoring the provision of security services for government buildings Rendering Internal Audit, Legal and Communication Services in the Department Ensure compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department Exercise delegated powers in line with the Public Service Act and Regulations Manage financial, human and physical resources of the Department effectively and in accordance with government policies Contribute to the realization of the growth and development strategy of the Province, including contributing to the clusters of the Province.

ENQUIRIES : should be directed to the (A) Manager: Internal HRM & D: Ms SS Monareng: Tel. (013) 766 2004

NOTE : These are contract posts and the successful candidates will be required to enter into a five-year employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.