



MPUMALANGA
PROVINCIAL
GOVERNMENT

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OFFICE OF THE PREMIER



office of the premier

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

ALL POSTS ARE BASED IN MBOMBELA

The Office of the Premier is looking for dynamic, innovative, experienced candidates and suitable candidates to fill the following posts:

1. MACRO-POLICY AND PLANNING BRANCH

Post : DEPUTY DIRECTOR-GENERAL: MACRO-POLICY AND PLANNING

Ref : DDG/OTP/01

Salary : An all-inclusive remuneration package of R1 521.591.00 per annum (Level 15).

The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: •An appropriate undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) with proven and extensive managerial experience •8-10 years' experience at a Senior Management level in the Public Service •Knowledge of the Public Finance Management Act and Public Service Act as well as other prescripts applicable in the Public Service.

Essential skills will include the following: •Macro Policy analysis •Research •Strategic capability and leadership •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

The ideal candidate should have the following qualities: •Strong strategic thinking capability •Leadership and interpersonal Skills •Potential for success in public management •Managerial ability in Government, NGO, CBO or private sector •Demonstrate leadership and strategic vision to operate in a complex and changing environment •Experience in the implementation of management programmes within the public sector institutions •Experience in change management and managing diversity in a dynamic, transformational and reforming environment.

Duties: Provide leadership and management to the Macro Policy and Planning Branch in the Office of the Premier •Provide Macro Policy advice to the PMC and EXCO •Implementation of a Provincial long term plan (Mpumalanga Vision 2030) •Co-ordinate Provincial Performance Monitoring and Evaluation •Establish a central hub for credible planning, development and performance information •Manage the Provincial International Relations portfolio •Provide strategic leadership and support to implementing departments on mainstreaming target groups into government programmes and projects •Manage strategic partnerships between the Mpumalanga Provincial Government and social partners •Manage and oversee the effective and efficient utilization of the Branch's resources.

2. CHIEF DIRECTORATE: GOVERNMENT COMMUNICATION AND INFORMATION SERVICES

Post : GENERAL MANAGER: GOVERNMENT COMMUNICATION AND INFORMATION SERVICES

Ref : GCIS/OTP/02

Salary : An all-inclusive remuneration package of R1 251 183.00 per annum (Level 14).

The successful candidate will be required to enter into a Performance Agreement with the Deputy Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification (NQF level 7), with a minimum of 5 years managerial experience in a Senior Management level. Experience in communications, journalism and/or information services would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act as well as other prescripts applicable in the Public Service.

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

Duties: Co-ordinate the Communication activities of the Province •Co-ordinate the implementation of the Provincial communication plan and strategy •Co-ordinate the rendering of departmental and marketing services •Information services •Co-ordinate the rendering of outreach services for the Premier and the Executive Council •Manage human, financial and physical resources, as well as information.

3. DIRECTORATE: SUPPORT STAFF TO THE DIRECTOR-GENERAL

Post : SENIOR MANAGER: OFFICE OF THE DIRECTOR-GENERAL

Ref : SM-DG/OTP/03

Salary : An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Public Management or Administration (NQF level 7), with a minimum of 5 years managerial experience in a Middle Management level. Experience in effective communication (written and verbal), Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules.

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

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

4. DIRECTORATE: OFFICE OF THE CHIEF FINANCIAL OFFICER

Post : CHIEF FINANCIAL OFFICER

Ref : CFO/OTP/04

Salary : An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Commerce (NQF level 7), with a minimum of 5 years managerial experience in a Middle Management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service.

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

Duties: Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations •Managing the efficient, effective, economical and transparent use of resources •Designing and implementation of internal controls, including proper risk management •Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans •Ensuring that sound systems and procedures for expenditure management and control are in place •Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets •Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timely financial/non-financial information •Rendering of efficient and effective supply chain management services •Overseeing the management and monitoring of the developmental budget in support of service delivery.

5. DIRECTORATE: ORGANIZATION DESIGN AND JOB EVALUATION

Post : SENIOR MANAGER: ORGANIZATION DESIGN AND JOB EVALUATION

Ref : SM-OD&JE/OTP/05

Salary : An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13).

The successful candidate will be required to enter into a Performance Agreement with the Chief Director- Strategic HR Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma in Work Study/Management Services/Organizational Design or equivalent qualification (NQF level 7), as well as a Qualification in Job Evaluation. A minimum of 5 years managerial experience in a Middle Management level.

Essential skills will include the following: •Organizational design •Comprehensive report writing •Strategic capability and leadership •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Facilitating and monitoring the processes of developing and implementing organizations in the provincial departments, according to the applicable prescripts •Facilitating and monitoring the processes of conducting and implementing job evaluation across the provincial departments. Co-ordinate and monitor the process of aligning organograms and establishments, as per the HR Plans in the provincial departments •Facilitating all initiatives relating to the macro organization of service delivery machinery in the Province •Advise provincial departments on any organizational design and job evaluation matters •Manage human, financial and physical resources, as well as information.

6. DIRECTORATE: INTERNATIONAL RELATIONS

Post : SENIOR MANAGER: INTERNATIONAL RELATIONS

Ref : SM-IR/OTP/06

Salary : An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13).

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

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in International Relations (NQF level 7), with a minimum of 5 years managerial experience in a Middle Management level. Experience in international relations coordination, strategic management, monitoring, and evaluation. Must have a good understanding of the South African Foreign Policy.

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

Duties: Managing International Relations •Development and implementation of a provincial policy framework for the management of international relations •Managing twinning agreements, including provision of strategic and technical advisory services to provincial government departments and municipalities on international relations •Liaising with the Department of International Relations & Co-operation and South African missions abroad •Profiling of socio-economic development opportunities for Mpumalanga in existing and potential twinning partners to add value to the Provincial Growth and Development Strategy as well as Mpumalanga Vision 2030 •Monitoring and Evaluation of the impact of international relations programmes on service delivery and economic growth •Co-ordination of targeted and optimal utilization of Official Development Assistance (Donor Funding) within national guidelines to support the implementation of provincial development and service delivery priorities •Manage human, financial and physical resources, as well as information.

7. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post : DEPUTY DIRECTOR: CORPORATE COMMUNICATION SERVICES

Ref : DD-CCS/OTP/07

Salary : An all-inclusive remuneration package of R869 007.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Corporate Communications Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Journalism, Marketing or related fields (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level. Experience in communications will be an added advantage. Good communications with excellent organisational and writing skills, as well as to be able to interact at high profile levels.

Essential skills will include the following: •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Rendering publication services to Provincial Departments •Rendering photographic and audio visual services •Manage the corporate identity of the Provincial Government •Developing strategies for marketing distribution, event management and publication •Managing advertising for campaigns and project communication plans •Managing media space for advertising.

8. DIRECTORATE: AUDIT ASSURANCE

Post : DEPUTY DIRECTOR: AUDIT ASSURANCE

Ref : DD-AA/OTP/08

Salary : An all-inclusive remuneration package of R869 007.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Audit Assurance. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification Internal Audit, Accounting or Commerce (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level. Good management, interpersonal, leadership and communication skills. Knowledge of Internal Control systems and Internal Standards as prescribed. Member of the Institute of Internal Auditors. CIA/CA (SA) designation or pursuing designation will be an added advantage. In-depth knowledge of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches and Public Service Regulatory Framework, including the Public Finance Management Act and the Treasury Regulations. Computer literacy. Knowledge and skills in the application of Audit Management Software/package (electronic working papers) will be an added advantage.

Essential skills will include the following: •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Development and implementation of internal audit plans •Planning audit assignments according to available resources •Reviewing audit working papers •Managing audit assignment and staff •Reporting audit engagement to management •Ensuring that all audits are carried out in accordance with the standards set by the Institute Auditors •Liaison with external Auditors and provide advisory services.

9. DIRECTORATE: FORENSIC AUDIT

Post : DEPUTY DIRECTOR: FORENSIC AUDIT

Ref : DD-FA/OTP/09

Salary : An all-inclusive remuneration package of R869 007.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Acting General Manager: Forensic Audit. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma in Law, Forensic Investigations, Risk Management or Public Management and Administration (NQF level 7) or equivalent qualification, with a minimum of 3 years managerial experience in a Junior Management level in investigations environment. Appropriate presentation and verbal skills. Computer literacy in the following areas: Word, Excel and PowerPoint. Certified Fraud Examiner (CFE) qualification will be an added advantage. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act(PFMA)

and Treasury regulations, South African Constitution, Minimum Information Security Standards(MISS), Labour Legislation, Criminal Procedures Act, PAIA, PAJA & PDA. Knowledge of and experience in the field of Criminal Justice System. A valid driver's license is essential, as the successful incumbent will be required to travel on a regular basis.

Essential skills will include the following: •Investigation and forensic analysis •Comprehensive report writing •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Manage and conduct investigations of various types of fraud and corruption •Develop and manage the case management data base and tracking system •Review forensic audit reports •Ensure effective monitoring and evaluation of cases' statistics •Provide technical support to the provincial departments and local municipalities •Liaise with all the relevant stakeholders •Compile monthly, quarterly and annual reports.

10. DIRECTORATE: COMMUNITY OUTREACH SERVICES

Post : DEPUTY DIRECTOR: COMMUNITY OUTREACH SERVICES

Ref : DD-CO/OTP/10

Salary : An all-inclusive remuneration package of R869 007.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Community Outreach Services. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Communications Studies or related field (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level. Knowledge and experience in communications, marketing and/ or information services. Good communications with excellent organisational and writing skills and ability to interact at high profile levels.

Essential skills will include the following: •Planning and organizing •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Co-ordinate public participation programmes and research •Co-ordinate the national and provincial izimbizo •Provide support to municipalities on Communication matters •Manage staff and other resources.

11. DIRECTORATE: TARGET GROUPS

Post : DEPUTY DIRECTOR: TARGET GROUPS ON THE STATUS OF WOMEN

Ref : DD-OSW/OTP/11

Salary : An all-inclusive remuneration package of R869 007.00 per annum (Level 12).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Target Groups. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Social Science (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level.

Essential skills will include the following: •Planning and organizing •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Formulate policy frameworks and guidelines on women matters and provide an informed advice thereon •Co-ordinate the integration of gender equality across departmental programmes and projects •Monitor and report on gender representivity across the departments •Co-ordinate the Provincial programme of action of women •Compile reports and provide an informed advice on gender related issues.

12. DIRECTORATE: TARGET GROUPS

Post : DEPUTY DIRECTOR: OLDER PERSONS

Ref : DD-OP/OTP/12

Salary : An all-inclusive remuneration package of R733 257.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Target Groups. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Social Science (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level.

Essential skills will include the following: •Planning and organizing •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

Duties: Coordinating Developing and maintaining policies, strategies, guidelines and programmes on the provision of services to older persons •Conducting research and evaluating provincial policies and strategies on the provision of older Persons' services •Coordinating the process of strengthening and maintaining stakeholder relations and database on older persons matters •Managing capacity building programmes on care and support to older persons.

13. DIRECTORATE: TARGET GROUPS

Post : DEPUTY DIRECTOR: YOUTH DEVELOPMENT

Ref : DD-YD/OTP/13

Salary : An all-inclusive remuneration package of R733 257.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Target Groups. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma or equivalent qualification in Social Science (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level.

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

Duties: Providing strategic leadership and management on youth rights and development •Coordinating the mainstreaming of youth development approach in government policies and plans •Facilitating and coordinating the implementation of youth development imperatives •Promoting awareness, advocacy and educate stakeholders and public on youth development matters •Monitoring and evaluating the implementation of youth development plans by all implementation Agencies.

14. DIRECTORATE: PLANNING AND PROGRAMME MANAGEMENT

Post : DEPUTY DIRECTOR: PLANNING AND PROGRAMME MANAGEMENT

Ref : DD-PPM/OTP/14

Salary : An all-inclusive remuneration package of R733 257.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Planning and Programme Management. The shortlisted candidates will be subjected to a competency assessment.

Requirements: An appropriate Bachelor's Degree /National Diploma in Strategic Planning/ Public Management (NQF level 7) or equivalent qualification, with a minimum of 3 years relevant experience in strategic planning processes and programme management •A good understanding of government planning and reporting requirements, within the content of applicable legislation is needed, including a good understanding of government regulatory frameworks •Project and Programme Management skills •Excellent communication and report-writing skills, as well as capacity to work innovatively and independently.

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

Duties: Co-ordinate and facilitate the development of the OTP's APP and its submission to the relevant authorities •Co-ordinate and facilitate the development of the OTP's operational plan •Co-ordinate the reporting process of a Program •Co-ordinate the reporting process within the OTP •Provide an informed advice to Programmes on planning and reporting matters.

15. DIRECTORATE: MEDIA, DEPARTMENTAL AND INFORMATION SERVICES

Post : DEPUTY DIRECTOR: MEDIA, DEPARTMENTAL AND INFORMATION SERVICES (WEBSITE)

Ref : DD-MD & IS/OTP/15

Salary : An all-inclusive remuneration package of R733 257.00 per annum (Level 11).

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

Requirements: An appropriate Bachelor's Degree /National Diploma in Website Design or equivalent qualification in Journalism (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level in the field of Media Liaison and Information Services. Competency in media operations, local government communications and ability to communicate with various audiences at different levels. Excellent coordinating, organisational and writing skills. A valid driver's license.

Essential skills will include the following: •Website design •Financial management •Change management •Knowledge management •People management and empowerment •Programme and project management •Service delivery innovations •Client orientation and customer focus •Problem solving and analysis •Communications.

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

16. DIRECTORATE: AUDIT ASSURANCE

Post : ASSISTANT DIRECTOR: AUDIT ASSURANCE (3 POSTS)

Ref : AD-AA/OTP/16

Salary : R470 040.00 per annum (Level 10).

Requirements: An appropriate Bachelor's Degree /National Diploma in Auditing, Accounting, Commerce or equivalent qualification (NQF level 7), with relevant experience in internal and external audit standards. Member of the Institute of Internal Auditors. CIA/CA (SA) designation or pursuing designation will be an added advantage. In-depth knowledge of International standards for the Professional Practice of Internal Audit. Internal Audit Approaches and Public Service Regulatory Framework, including the Public Finance Management Act and the Treasury Regulations. Computer literacy. Knowledge and skills in the application of Audit Management Software/package (electronic working papers) will be an added advantage.

Duties: Administering, organizing, directing and controlling audit assignments and execution of audit services •Ensuring that all audit findings are supported by relevant and reliable audit services •Compiling reports for ensuring that internal controls are working as intended •Liaising with clients on audit progress •Conducting follow up reviews •Administer the process of obtaining management responses on findings.

17. DIRECTORATE: FORENSIC AUDIT

Post : ASSISTANT DIRECTOR: FORENSIC AUDIT

Ref : AD-FA/OTP/17

Salary : R470 040.00 per annum (Level 10).

Requirements: An appropriate Bachelor's Degree /National Diploma in Internal Audit, Labour Relations, Accounting, Risk Management and Law or BCom Law (NQF level 7) or equivalent qualification, with experience in an investigation environment. A valid driver's license is essential.

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

18. SUB-DIRECTORATE: RISK MANAGEMENT

Post : ASSISTANT DIRECTORS: RISK MANAGEMENT (2 POSTS)

Ref : AD-RM/OTP/18

Salary : R376 596.00 per annum (Level 09).

Requirements: An appropriate Bachelor's Degree /National Diploma in Risk Management, Accounting, Commerce or Auditing (NQF level 7) or equivalent qualification, with relevant experience in Risk Management. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Extensive computer and presentation skills, as well as the ability to maintain high level of confidentiality.

Duties: Identifying and evaluating risks •Rendering support in the development of fraud and anti-corruption plan •Rendering support in the development and implementation of mitigating techniques to minimize the impact of potential risks •Rendering support and investigate corrupt and fraudulent business conducts.

19. SUB-DIRECTORATE: REVENUE AND BOOK KEEPING

Post : ASSISTANT DIRECTOR: REVENUE AND BOOK KEEPING

Ref : AD-RB/OTP/19

Salary : R376 596.00 per annum (Level 09).

Requirements: An appropriate Bachelor's Degree /National Diploma in Commerce (NQF level 7) or equivalent qualification, with relevant experience in a bookkeeping and revenue management. Practical knowledge of government expenditure procedures, BAS, LOGIS, PERSAL, PFMA and Treasury Regulations. Good interpersonal and communications skills. Ability to work independently and as part of a team. Knowledge of bookkeeping and budgeting will be an added advantage.

Duties: Managing revenue efficiently and effectively •Collecting all moneys due to the state and to maintain proper books records •Coordinate department cash management processes and procedures •Monitoring bank cash balance to prevent office overdraft •Claiming of suspense accounts on a monthly basis •Development of policies relevant to bookkeeping and revenue management •Responding to all audit queries •Preparing and submit all monthly reports; and preparing Interim and Annual Financial Statements.

20. DIRECTORATE: ORGANIZATIONAL DESIGN AND JOB EVALUATION

Post : CHIEF WORK STUDY OFFICERS (2 POSTS)

Ref : AD-OD & JD/OTP/20

Salary : R376 596.00 per annum (Level 09).

Requirements: An appropriate Bachelor's Degree /National Diploma in Work Study/Management Services/Organizational Design or equivalent qualification (NQF level 7), as well as a Qualification in Job Evaluation. Relevant experience in Organisational Design and Job Evaluations. A valid driver's license will be an added advantage.

Duties: Conducting work study investigations and compiling reports •Conducting job evaluations •Facilitating the process of developing job descriptions •Advising departments on organograms and efficiency related matters.

21. DIRECTORATE: CORPORATE COMMUNICATION SERVICES

Post : SENIOR AUDIOGRAPHER

Ref : AD-CCS/OTP/21

Salary : R376 596.00 per annum (Level 09).

Requirements: An appropriate Bachelor's Degree /National Diploma in Videography, Multimedia or equivalent qualification (NQF level 7), with a minimum of 3 years' experience in a video production industry. Inherent requirements of the job: Valid driver's license (EB) and willingness to travel and work odd hours, including on public holidays and weekends.

Essential skills will include the following: Knowledge of camera operations and handling, video editing equipment and software. Knowledge of Apple MAC would be an added advantage. Attention to detail. Ability to be creative and work independently and in a team. Be able to work under pressure, Computer Literacy (Microsoft Office, Teams, etc.). Good communication skills (verbal and written).

Duties: Administering of the creative and technical aspects of the provincial video services from pre-production, actual capturing to post-production •Administering the conception of ideas, storyboarding, videotaping, lighting, audio, and editing

•Maintenance of all relevant equipment and development of a video archive •Developing of a user-friendly, but safe filing system of all audio material •Provision of an informed advice to officials on audio-graphic services.