



MPUMALANGA
PROVINCIAL
GOVERNMENT

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PROVINCIAL TREASURY



provincial treasury
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

The Provincial Treasury is looking for dynamic, innovative, experienced candidates and suitable candidates to fill the following posts:

Post : DIRECTOR: INTERLINKED FINANCIAL SYSTEMS
Reference : MPT 01/2020
Salary Level : 13
Salary Package : R 1 057 326 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Financial Management/Information Systems or equivalent qualification with a minimum of 5 years' experience in financial systems at middle management level. Compulsory pre-entry certificate for Senior Management Services (SMS) post.
Skills and Competencies: Extensive practical experience in government transversal systems (BAS, LOGIS, PERSAL and Vuliendela, Competency) in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Extensive knowledge of PFMA, Treasury Regulations and all related legislations. Good communication and analytical skills. Good people management and problem solving skills. Report writing and presentation skills. Ability to work under pressure and to meet tight deadlines. Valid driver's license. Compulsory pre-entry certificate for Senior Management Services (SMS) post.
Responsibilities: Provide business support to the Provincial Administration through utilization of Interlinked Financial Systems. Plan, coordinate, organize human and technological resources of the Province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining Management information through the use of systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations. Management of human and financial resources.

Post : DIRECTOR: INFORMATION TECHNOLOGY
Reference : MPT 02/2020
Salary Level : 13
Salary Package : R 1 057 326 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Computer Science/ Information Technology or equivalent qualification with a minimum of 5 years in middle management within the Information Technology environment. Comprehensive understanding of the PFMA, Legislations and prescripts. IT Governance, IT Programme/Projects or Enterprise Architecture environment. IT Risk Management and related Frameworks will be an added advantage. Compulsory pre-entry certificate for Senior Management Services (SMS) post.
Skills and Competencies: Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN) Exposure to Unix, Windows Server 2010-2014/7.TCP/IP, GROUPWISE and high level of communication skills will serve as strong recommendation. Sound administration skills. Technical knowledge of transversal systems will be an added advantage. Knowledge and experience in IT Programme/Projects or Enterprise Architecture environment, PFMA, IT Management, IT Governance Framework implementation and monitoring, ICT Support Management, Information Security Monitoring, IT Risk Management and Network Management Monitoring, HR practice and procedures, Administrative procedures, Information Technology Management processes and procedures and other such legislative frameworks. Extensive knowledge of IT Governance, IT Governance Framework Implementation and IT Governance Framework Monitoring. Must be knowledgeable in the management and monitoring of IT Governance Steering Committee Compliance, Project management, Strategic and Innovative thinking. Diagnostic Action Research. Strategic and Conceptual Orientation. Innovative thinking, Problem solving, Self-driven. Valid driver's license and be willing to travel. Communication and interpersonal skills. Change management. Time management skills. Analytical skills. Ability to manage IT Directorate, with multiple projects. Experience in the implementation of Enterprise Architecture strategies, IT Strategies, policies, processes and methodologies. Leadership experience in implementing multiple large, cross-functional IT project.

Responsibilities: Managing the IT Directorate, with multiple client Departments. Conduct and/or actively participate in meetings related to the IT Management/Projects. Manage information technology contracts and SLAs. Responsible for overall direction of IT in the Province, portfolio monitoring, reviews and recommendations for decision-making, ensuring Directorate activities remain in line with overall Departmental and Provincial Strategies. Maintain an awareness of the project/process alignment to the overall strategy of the department. Co-ordinate the analysis of required changes in business functions and processes, information and technology capabilities and solutions. Align ICT investments with business direction, while reducing risk, balancing cost and delivering higher-quality information and adaptive solutions. Ensure that the respective business, application, data and technology perspectives are in line with the organisation's technology and governance strategies, policies and standards. Recommends and participates in the analysis, evaluation and development of enterprise long-term strategic and operating plans to ensure that the EA objectives are consistent with the enterprise's long-term business objectives. Implement the strategy for the development of Systems/IT/technology architecture work. Balance the customer's requirements with technical constraints (e.g. application size network bandwidth, hardware/software/equipment selections) to ensure that the value of the project is realized. Manage document existing "as-is" systems and business architecture and define strategy for "to-be" architecture. Management of human resources, finance and assets. Develop and monitor implementation of IT audit action plan.

Post : DIRECTOR: BUDGET AND EXPENDITURE MANAGEMENT
Reference : MPT 03/2020
Salary Level : 13
Salary Package : R 1 057 326 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Accounting/ Economics or equivalent qualification with a minimum of 5 years' experience in budget management at middle management level. Compulsory pre-entry certificate for Senior Management Services (SMS) post.
Skills and Competencies: Sound knowledge of Accountancy and/or Economics. Knowledge of Public Finance Management Act and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Excellent report writing, communication and presentation skills. Practical experience in the budget and financial management interpretation, analysis and evaluation. A valid driver's license. Strategic thinking and managerial skills.
Responsibilities: Prepare the provincial budget. Develop and roll out budget systems to enhance budget processing. Provide capacity building on budget and financial management. Evaluate the inter-governmental systems and provide feedback to Budget Council. Monitor budget implementation data. Monitor, evaluate and report on budget implementation. Ensure improved expenditure management practices, accurate reporting on financial and non-financial information as required by the Conditional Grant Framework and Act. Analyse, review and report on expenditure trends relating to compensation of employees. Management of human and financial resources.

Post : MANAGER: RISK MANAGEMENT
Reference : MPT 04/2020
Salary Level : 12
Salary Package : R 869 007 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Auditing/Risk Management or equivalent qualification with a minimum 3 years practical experience in Risk Management at junior management level.
Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. A valid driver's license. Knowledge of the PFMA/MFMA, Treasury Regulations, Public Sector Risk Management Framework, COSO Framework and King III on governance. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.
Responsibilities: Communicate the Department's Risk Management framework to all stakeholders in the department and monitoring its implementation. Facilitating orientation and training for the Risk Management committee. Assisting management with risk identification, assessment and development of response strategies. Reporting risk intelligence

to the Accounting Officer, Management, Risk Management Committee and Audit Committee. Management of human and financial resources.

Post : MANAGER: MANAGEMENT ACCOUNTING
Reference : MPT 05/2020
Salary Level : 12
Salary Package : R 869 007 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Accounting /Financial Management /Public Administration or equivalent qualification with a minimum of 3 years practical experience in Management Accounting at junior management level.

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Communication skills (verbal and written), project management skills, interpersonal skills, planning and organising skills and time management skills. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. A valid driver's licence. Experience in financial management (financial reporting, budget, cash flow management), expenditure management and supply chain management, compliance management and experience in financial and procurement systems: BAS, LOGIS and Vuliendela.
Responsibilities: PFMA Compliance: Ensure compliance to Delegations of Power. Ensure compliance with TR and the Provincial Treasury's policies. Ensure compliance with general control requirements. Ensure response handling on audit queries. Ensure compliance i.r.o. Transfer payments. Provide advisory services to departmental responsibility managers and Budget Advisory Committee.

Financial Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes. Liaise with Management Accounts. Coordinate with the Annual financial statements and Annual Report.

Budgeting and Cash flow management: Costing of budget requirements. Verification and quality assurance of branch / programme / section inputs. Ensure the accurate projections of expenditure. Verify and submit cash flows. Ensure spending in accordance with cash flows. Monitor cash flow and submit cash flow reports and plans as required

Management information: Provide sectional managers with financial reports. Assist managers' i.r.o. PFMA, TR, financial policies, procedures and other process requirements. Facilitate risk management processes. Administer sectional gifts and sponsorship register.

Budget allocations and Ensure budget control: Manage, review, analyse and quality assure the budget preparation process. Checking of expenditure according to projections & business plan. Complete & submit budget breakdowns summaries per programme, business unit, and directorates, as per NIT format & SCOA requirements. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the requirements budgets. Assess the need for additional funds required through the adjustment estimates process through monitoring of expenditure trends. The ensure the assessment of expenditure trends and the development of proposals on the viement or shifting of funds

Management expenditure control: Confirm the availability of funds. Administration of revenue collection and other debt recovery. Management of human and financial resources.

Post : CHIEF ENGINEER
Reference : MPT 06/2020
Salary Level : OSD (Grade A)
Salary Package : R 1 042 827 – R 1 192 365 per annum (all-inclusive remuneration package)
Salary will be determined in accordance with relevant qualifications and experience.
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree in Civil Engineering (B.Tech. / B Eng/BSc Engineering) or equivalent qualification with a minimum 3 years applied post- professional registration experience in various facets of Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer.

Skills and Competencies: Proven Civil Engineering experience in Roads, and Buildings Construction, Supervision and maintenance. Excellent technical report writing and presentation skills. Innovative problem-solving ability. The ability to work independent of all relevant, production and executive levels. Applied knowledge of all relevant built environment legislation/regulatory requirements of national and international standards (CIBD/ISO/ SANS). A valid driver's licence (minimum Code B) and the ability/willingness to travel.

Responsibilities: Support and Monitor the infrastructure departments in the Province. Review, evaluate and analyze infrastructure reports and details against industry best practice norms as applicable to strategic infrastructure planning, new, upgrading and maintenance contracts. Provide technical, hands-on, specialized support and technical reports in evaluation the effectiveness and efficiency of proposed infrastructure projects. Undertake regular inspections and evaluation of infrastructure Projects within the Province. Undertake ad hoc auditing of Civil Engineering professional accounts/s and Civil Engineering contract final account/s. Provide mentorship to candidate engineers and technicians, and other employees within infrastructure value chain.

Post : SENIOR LEGAL ADMINISTRATION OFFICER
Reference : MPT 07/2020
Salary Level : OSD (MR6)
Salary Package : R 473 820 – R 1 140 828 per annum (all-inclusive remuneration package)
Salary will be determined in accordance with relevant qualifications and experience.
Location : Mbombela

Requirements: An LLB degree or equivalent with a minimum of 8 years post qualification experience in the legal environment of which 5 years thereof must have been in a junior/middle management level in a legal environment. Admission as an Attorney or Advocate will be an added advantage.

Understanding of Public Service policy and legislative framework: Extensive understanding of South African legislation and in particular those applicable to the Public Service including but not limited to Administrative law, Public Finance Management Act (PFMA) and related Regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related Regulations, Promotion of Access to Justice Act (PAJA), Promotion of Access to Information Act (PAIA); Protection of Personal Information Act (POPIA) and other related prescripts; Ability to interpret the law, conduct legal research, draft and provide comprehensive and well researched legal opinions and advice; Experience in drafting legislation (both primary and subordinate legislation) including analysing and commenting on draft legislation, and the implications thereof. Extensive and proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU).

Skills and Competencies: Office Administration (organisation and planning skills); Computer literacy; basic project management; financial and human resource management; Excellent/basic/good communication skills (written and verbal); Good interpersonal and inter-cultural relations; Strategic/thinking and negotiation; Excellent legal research and report writing skills; Policy analysis and interpretation; Training and presentation; Conflict management and resolution; Problem solving and analytical skills; Innovation, Accuracy and attention to detail; Team Player and ability to meet deadlines/adhere to timeframes. Should be willing to work under pressure and irregular/long hours (after hours and weekends) where required and when necessary. A valid driver's licence.

Responsibilities: Provide litigation management and related support services, including alternative dispute resolution and act as a liaison between the State Attorney the State Attorney and/or appointed Counsel to the Provincial Treasury and prepare litigation reports for submission to relevant forums; Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation and prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts. Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), charters and related legal documents and including contract management. Policies: Conduct vetting and review (comments and inputs) of policies and support the policy drafting process. Provide well- researched legal opinions and advice in complex matters relating to the operations of the Provincial Treasury. Provide legal and admin support in terms of the PAIA through administering PAIA and assisting the Deputy Information Officer in processing PAIA requests; Advise on all aspects of PAIA; ensure compliance with PAJA, POPI and periodically conducting training and information on same. General Compliance: Ensure and maintain professionalism in providing key legal support to business units. Ensure compliance with the legislative framework relating to the core business of the Provincial Treasury through effective management and oversee the Implementation of all legal prescripts Ensure that all administrative and contractual decisions/processes of the Provincial Treasury are compliant with governing legislation and policies and also provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Setting and managing performance targets for officials through supervision and quality control of work done by lower level officials.

Post : LEGAL ADMINISTRATION OFFICER
Reference : MPT 08/2020
Salary Level : OSD (MR-5)
Salary Package : R 373 389 – 912 504 per annum (all-inclusive remuneration package)
Salary will be determined in accordance with relevant qualifications and experience.
Location : Mbombela

Requirements: An LLB degree or equivalent coupled with a minimum of 5 years post qualification experience in the legal environment.

Understanding of Public Service policy and legislative framework: Basic understanding of South African legislation and in particular those applicable to the Public Service including but not limited to a thorough knowledge of Administrative law, Public Finance Management Act (PFMA) and related Regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related Regulations, Promotion of Access to Justice Act (PAJA), Promotion of Access to Information Act (PAIA); Protection of Personal Information Act (POPIA) and other related prescripts including the ability to interpret the law. Ability to conduct legal research, ability to draft and provide comprehensive and well researched legal opinions and advice; Experience in drafting legislation both primary and subordinate legislation. Ability to analyse and comment on draft legislation, and the implications thereof. Proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU).

Skills and Competencies: Computer literacy; basic/good communication skills (written and verbal); Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Training and presentation; Innovation, Accuracy and attention to detail, Team Player and ability to meet deadlines/adhere to timeframes. Should be willing to work under pressure and irregular/long hours where required and necessary.

Responsibilities: Provide litigation management and related support services, including alternative dispute resolution and act as a liaison between the State Attorney the State Attorney and/or appointed Counsel to the Provincial Treasury and prepare litigation reports for submission to relevant forums; Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts. Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), charters and related legal documents and including contract management. Policies: Conduct vetting (comments and inputs) of policies and support the policy drafting process. Provide well-researched legal opinions and advice in complex matters relating to the operations of the Provincial Treasury. Provide legal and admin support in terms of the PAIA through administering PAIA related processes and assisting the Deputy Information Officer in processing PAIA requests; Advise on all aspects of PAIA; ensure compliance with PAJA, POPI and periodically conducting training and information on same. PAJA, POPI and periodically conducting training and information on same.

Post : SENIOR BUDGET ADVISORS: BUDGET AND EXPENDITURE MANAGEMENT (x 4)
Reference : MPT 09/2020
Salary Level : 12
Salary Package : R 869 007 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Economics/ Public Finance/ Accounting/ Statistical Analysis or equivalent qualification with a minimum of 3 years practical experience in public finance and budget management at junior management level.

Skills and Competencies: Knowledge of the PFMA, Treasury Regulations, Division of Revenue Act. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint) PERSAL, BAS, SAP, Vuliendela, Spreadsheet Modelling and Forecasting techniques and data mining techniques. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. Report writing, communication and presentation skills. Ability to work under pressure. Ability to plan effectively and efficiently. A valid driver's licence.

Responsibilities: Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments. Provide technical assistance to client departments in formulating budget proposals. Review and assess budget proposal (database and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to departments. Support departments on: Medium Term Expenditure Committee deliberations, Benchmarking. Assist in compiling provincial appropriation bills and consolidating budget documents. Evaluate requests for viements, roll-overs, adjustment budget and make recommendations. Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor that all expenditure is in line with provincial budget allocations and priorities. Analyse and prepare reports on budget and expenditure variances and in-year monitoring reports. Management of human and financial resources

Post : SENIOR DATA TECHNOLOGIST: INFORMATION TECHNOLOGY GOVERNANCE
Reference : MPT 10/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Information Technology(IT) and COBIT 4/5 or relevant equivalent qualification with minimum of 3 years in IT Governance in the Public Sector environment. Comprehensive understanding of the IT Governance, IT Risk and ITIL V3 Foundation Frameworks will be an added advantage.

Skills and Competencies: Knowledge and experience in IT Governance, IT support services and related legislative frameworks, Information Security Monitoring, IT Risk Management, Network Management Monitoring, HR practices and procedures, Administrative procedures, Information Technology Management processes and procedures. Technical knowledge of transversal systems will be an added advantage. Valid driver's license and be willing to travel. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Responsibilities: Implement IT Governance processes (development of IT support policies, standards and procedures around end-user computing). Implement IT Risk assessments. Ensure implementation of IT Governance Processes in the Provincial Departments, Public Entities and Municipalities. Attend to escalated calls. Manage and implement IT Governance Framework and related projects. Provide dedicated IT support services for implementation of IT Governance Framework. Ensure monitoring of SLA's and MoU's related solutions in the IT environment.

Post : SENIOR DATA TECHNOLOGIST: INFORMATION TECHNOLOGY (WEB SERVICES)
Reference : MPT 11/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Information Technology and A+, N+, MCSA/E or equivalent qualification with minimum of 3 years supervisory experience in Web Server and Database Management experience in the IT environment. ITIL V3 Foundation, Database and Web Development Frameworks will be an added advantage.

Skills and Competencies: Knowledge and experience in IT support services, Web Server Management, Web Master, legislative frameworks, Desktop management, Network support services, HR practice and procedures, Administrative procedures, Information Technology Management processes and procedures. Extensive knowledge of Web Administration, Web Server Management, Database Administration and Web Master functions. Must be knowledgeable in the management and monitoring of a Web and Intranet environment. Technical knowledge of transversal systems will be an added advantage. Valid driver's license and be willing to travel. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Responsibilities: Manage Web Services, Database Services and Farms for the Province hosted by Mpumalanga Provincial Treasury both internal and external. Attend to escalated calls. Manage, monitor and implement IT projects. Provide dedicated IT Support services for Web based, mobile and virtual environments. Management and monitoring of SLA's and MoU's for the Web, database, mobile, video and related solutions in the IT environment.

Post : SENIOR DATA TECHNOLOGIST: INFORMATION TECHNOLOGY
Reference : MPT 12/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Ermelo

Requirements: Three (3) years Bachelor's Degree/National Diploma in Information Technology and A+, N+, MCSA/E or equivalent qualification with a minimum of 3 years supervisory experience in the IT support environment. ITIL V3 Foundation and Prince 2 will be an added advantage.

Skills and Competencies: Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN) Exposure to Unix, Windows Server 2010-2014/7.TCP/IP, GROUPWISE and high level of communication skills will serve as strong recommendation. Sound administration skills. Technical knowledge of transversal systems will be an added advantage. Knowledge and experience in IT support services, IT management, legislative frameworks, desktop management and network support services. Extensive knowledge of desktop hardware platforms, Windows OS and Apple iOS. Must be knowledgeable in the management and monitoring of a service/help desk environment. Valid driver's license and be willing to travel. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Responsibilities: Manage a team of skilled Technicians both internal and external. Attend to escalated calls. Manage, monitor and implement IT projects. Provide dedicated IT support services to the desktop, mobile and virtual environments. Management and monitoring of SLA's and MoU's for the desktop, mobile and video solutions in the IT environment. Management of human and financial resources.

Post : ASSISTANT MANAGER: HUMAN RESOURCE ADMINISTRATION
Reference : MPT 13/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree or National Diploma in Human Resource Management or equivalent qualification with a minimum of 3 years supervisory experience in human resource management environment.

Skills and Competencies: Knowledge of PERSAL system and Vuliendela. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Basic financial management skills. Time management. Ability to maintain confidentiality. Coaching and mentoring. Understanding of human resource prescripts, collective agreements and other related frameworks. Good communication skills and assertiveness. Problem solving skills. Interpersonal and negotiation skills. Conflict management skills. Good presentation skills. Planning and organising skills. Good report writing skills. Ability to work under pressure.

Responsibilities: Manage implementation of human resource policies. Ensure implementation of conditions of service and benefits. Ensure proper leave administration. Ensure control over personnel document file lists. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on PERSAL system. Manage transfers. Ensure implementation of recruitment processes. Manage remuneration policies. Supervision of personnel administration. Management of human and financial resources. Valid driver's licence.

Post : ASSISTANT MANAGER: HUMAN RESOURCE DEVELOPMENT
Reference : MPT 14/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/Diploma in Human Resource Management/ Human Resource Development or equivalent qualification with a minimum of 3 years supervisory experience in human resource development/training management environment.

Skills and Competencies: Knowledge of PERSAL system and Vuliendela. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Basic financial management skills. Time management. Ability to maintain confidentiality. Coaching and mentoring. Understanding of human resource prescripts, collective agreements and other related frameworks. Good communication skills and assertiveness. Problem solving skills. Interpersonal and negotiation skills. Conflict management skills. Good presentation skills. Planning and organising skills. Good report writing skills. Ability to work under pressure.

Responsibilities: Manage implementation of human resource development policies. Manage implementation of Performance Management and Development System (PMDS). Facilitate development of annual skills plan and training report. Ensure implementation of skills development programmes. Manage implementation of youth development programmes (Internship, Learnership and other programmes). Facilitate orientation and induction programmes. Maintain training database. Maintain qualifications database. Management of human and financial resources. Valid driver's licence.

Post : FINANCIAL ADVISOR: MUNICIPAL FINANCE (x 4)
Reference : MPT 15/2020
Salary Level : 10
Salary : R 470 040 per annum
Location : Mbombela

Requirements: Three (3) years Bachelor's Degree/National Diploma in Commerce/ Finance or equivalent qualification with a minimum of 3 years experience in municipal finance.

Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written) skills. Knowledge of financial systems. Knowledge of PFMA, Treasury Regulations and related frameworks. Valid driver's license.

Responsibilities: Provide support in the monitoring, enforcement and reporting on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. To provide oversight on the implementation of policies and procedures in the management of financial and non-financial performance information. Advice on training gaps and provides guidance on the utilisation of the Monitoring Indicators tools for municipalities. Analyse and report on the effective implementation of the Financial Management Capability Maturity Model action plans.

Post : DATA TECHNOLOGIST: INFORMATION TECHNOLOGY
Reference : MPT 16/2020
Salary Level : 08
Salary : R 316 791 per annum
Location : KwaMhlanga

Requirements: Three (3) years Bachelor's Degree or National Diploma in Information Technology and A-, N+, MCSA/E or equivalent qualification with a minimum of 3 years end-user experience in the IT support environment. ITIL V3 Foundation and ITSM understanding will be an added advantage.

Skills and Competencies: Knowledge and experience in IT support services, IT Service Management, legislative frameworks, Desktop management, IT Network support services, Code of Conduct and IT procedures, Information Management processes and procedures. Extensive knowledge of desktop hardware platforms, Windows OS and Apple iOS. Must be knowledgeable in the operations of a service/help desk environment. Valid driver's license and be willing to travel. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Responsibilities: Provide end-user support services with regards to PC hardware and software, including diagnoses, repairs, attend to logged calls. Participate in, implement and report on IT and related projects. Provide dedicated IT Support services to the desktop, mobile and virtual environments. Ensure monitoring of service SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.

Post : PROCUREMENT OFFICER: PROVINCIAL SUPPLY CHAIN MANAGEMENT (x6)
Reference : MPT 17/2020-KwaMhlanga (x 1)
MPT 18/2020-Middelburg (x 1)
MPT 19/2020-Mbombela (x 2)
MPT 20/2020-Evander (x 1)
MPT 21/2020-Bushbuckridge (x 1)
Salary Level : 7
Salary : R 257 508 per annum

Requirements: Three (3) years Bachelor's Degree/National Diploma in Supply Chain Management or Financial Management with a minimum of 2 years' experience in supply chain management environment.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills. Valid driver's license.

Responsibilities: Render advisory services to prospective bidders. Issuing of tender documents/bulletins. Closing of tender documents. Stamping, registering and sorting of received tender documents. Ensure the availability of tender documents and bulletins. Ensure transportation of closed tender documents to and from Head Office/Regional Office and Satellite Offices. Registering suppliers on the Central Suppliers Data Database.

Post : REVENUE OFFICER (x 2)
Reference : MPT 22/2020-Siyabuswa (x 1)
MPT 23/2020-Evander (x 1)
Salary Level : 7
Salary : R 257 508 pa

Requirements: Three (3) years Bachelor's Degree/National Diploma in Accounting /Financial Management or equivalent qualifications with 2 years' experience in the financial management environment.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good communication and interpersonal skills. Valid driver's license

Responsibilities: Render Financial Accounting transactions according to Revenue Management prescripts. Provide reports and ensuring compliance on revenue management prescripts. Perform administration support services. Manage and secure face value documents.

Post : CLEANERS (x 13)
Reference : MPT 24/2020-Mbombela (x 2)
MPT 25/2020-Ermelo (x 1)
MPT 26/2020-Witbank (x 1)
MPT 27/2020-Siyabuswa (x 1)
MPT 28/2020-Mbombela Square (x 4)
MPT 29/2020-Mkhondo x 1
MPT 30/2020-Mkhondo Groundsman (x 1)
MPT 31/2020-Middelburg (x 1)
MPT 32/2020-Elukwatini (x 1)
Salary Level : 2
Salary Notch : R 102 534 per annum

Requirements: Grade 10 or National Certificate (Vocational) Level 2.

Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

Responsibilities: Maintain a high level of hygiene around the workplace with the cleaning of the Provincial Treasury premises assigned to. Perform tasks of a routine nature such as dusting working environment, polish furniture, vacuum carpets and mop the floors; Removal of waste and prevent littering; cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms and as when required. Keep and maintain cleaning materials and equipment. Maintain gardening equipment and tools where applicable.

Post : MESSENGER/DRIVER
Reference : MPT 33/2020
Salary Level : 04
Salary : R 145 281 per annum
Location : Mbombela

Requirements: A grade 12 or National Certificate (Vocational) Level 4 and a code 10 driver's licence.

Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.

Responsibilities: Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.

APPLICATIONS: Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by comprehensive Curriculum Vitae, original certified (not longer than 6 months old) copies of qualifications and identity document, and names and contact details of three references.

Applications can be hand delivered to the following address:

Riverside Government Complex
Nokuthula Simelane Building/
Building No.4
Provincial Treasury
Lower Ground Floor
Registry Office
MBOMBELA

or

Private Bag x 11205
MBOMBELA
1200

Contact Persons:
Mr Dan Siziba / Mr Mpilo Dube /
Mr Petro Nkambule / Ms Emily Mbewe
013 766 4478/4374/4435/4138 .

CLOSING DATE:
6 November at 16h00

Please note the following:

- The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.
- All appointments will be subjected to a personnel suitability check process (criminal records, credit record and security vetting), and successful candidates will be required to sign a performance agreement.
- All Senior Management Services (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- All applicants applying for SMS post are required to obtain a compulsory pre-entry certificate for Senior Management Services (SMS) post. The full details can be sourced from the following link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>.
- Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- Please accept that if you do not hear from the Provincial Treasury three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000.
- For full details of the advertised posts applicants are advised to visit the Mpumalanga Provincial Treasury, website: www.mpt.gov.za
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

