



OFFICE OF THE PREMIER

ALL POSTS ARE BASED IN MBOMBELA



office of the premier
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various units below.

The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, 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 on the latest Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by certified copies of qualifications, Identity Document and a comprehensive CV. No faxed nor e-mailed applications will be accepted. The minimum entry requirement for all 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 by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

The recommended candidates for posts on salary levels 11 and upwards shall be subjected to a competency assessment. 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

1. Post: GENERAL MANAGER: POLICY ANALYSIS AND RESEARCH CENTRE: MBOMBELA
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: MACRO POLICY AND PLANNING.

Requirements: •An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 5 years managerial experience in a Senior Management level. Experience in macro policy, planning, policy analysis and research 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: Providing strategic direction and leadership in the management of the Macro Planning Processes; Providing strategic leadership and support in the management of research on the implementation of Government programmes; Providing strategic direction and support in the management of international relations for the province; Developing and maintain sound working relations with relevant structures within the Office of the Premier and with other stakeholders, national departments, Presidency, other provinces, research institutions in order to effectively carry out the mandates of the chief directorate; and Managing and overseeing the effective and efficient utilization of the Chief Directorate's resources.

2. Post: GENERAL MANAGER: CLUSTER CO-ORDINATION
Ref: CM/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: Macro Policy and Planning.

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 5 years managerial experience in a Senior Management level. Experience in macro policy, planning and cluster management 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: Provide strategic advice and support to the governance and criminal justice system cluster; Provide strategic advice and support to the social transformation cluster; Evaluate the developmental impact of provincial programmes; Monitor the implementation of policy guidelines in relation to target groups; and Managing and overseeing the effective and efficient utilization of the Chief Directorate's resources.

3. Post: SENIOR MANAGER: ECONOMY, INVESTMENT AND EMPLOYMENT CLUSTER
Ref: EIEC/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 General Manager: Cluster Management.

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (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: •Minuting and compilation of reports •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 the Economy, Investment and Employment Cluster; Managing the provision of strategic, technical and content support to the Cluster; Managing the development of process, methodologies and toolkits; Managing the provision of consulting services to Provincial Departments for the implementation of cluster programmes; Managing relationships with the public and private sector; as well as the civil society; Managing the overall strategic and performance management of the Economy, Investment and Employment Cluster; and Providing support to the implementation of the Cluster's Programme of action.

4. Post: SENIOR MANAGER: GOVERNANCE AND CRIMINAL JUSTICE CLUSTER
Ref: GJC/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 General Manager: Cluster Management.

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or Administration (NQF level 7) or equivalent qualification (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: •Minuting and compilation of reports •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 the Economy, Investment and Employment Cluster; Managing the provision of strategic, technical and content support to the Cluster; Managing the development of process, methodologies and toolkits; Managing the provision of consulting services to Provincial Departments for the implementation of cluster programmes; Managing relationships with the public and private sector as well as the civil society; Managing the overall strategic and performance management of the Governance and Criminal Justice Cluster; and Providing support to the implementation of the Cluster's Programme of action.

5. Post: DEPUTY DIRECTOR: MONITORING AND EVALUATION
Ref: DD-ME/OTP/05
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: Monitoring and Evaluation.

Requirements: An appropriate Bachelor's Degree /National Diploma in Monitoring and Evaluation or Research or related fields or any equivalent qualification (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level. Experience in monitoring and evaluation 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: •Minuting and compilation of reports •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-ordinating the implementation of the Integrated Frontline Service Delivery Monitoring and Support (FSDM); Monitoring the implementation of strategic policy framework; Providing support to Departments on Management of Evaluations; Monitoring departmental performance based on APPs; Monitoring of the departmental and inter-departmental programmes and projects evaluation and impact assessment; Ensuring best practice and knowledge management sharing; and Managing the Division's resources.

6. Post: DEPUTY DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION
Ref: DD-ODJE/OTP/06
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: Organizational Design and Job Evaluation.

Requirements: An appropriate Bachelor's Degree /National Diploma in Monitoring and Evaluation or Research or related fields or any equivalent qualification (NQF level 7), with a minimum of 3 years managerial experience in a Junior Management level. Experience in monitoring and evaluation 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: Co-ordinating the implementation of the Integrated Frontline Service Delivery Monitoring and Support (FSDM); Monitoring the implementation of strategic policy framework; Providing support to Departments on Management of Evaluations; Monitoring departmental performance based on APPs; Monitoring of the departmental and inter-departmental programmes and projects evaluation and impact assessment; Ensuring best practice and knowledge management sharing; and Managing the Division's resources.

7. Post: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS
Ref: DD-IR/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: International Relations.

Requirements: An appropriate Bachelor's Degree /National Diploma in International Relations or equivalent qualification (NQF level 7), with a minimum of 3 years managerial experience in a Junior 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: Facilitating, monitoring and promoting the implementation of organizational design and job evaluation policies and regulations across the provincial administration; Developing proper organization and establishment structures in the provincial administration; Co-ordinating organizational design and job evaluation projects within the provincial administration; Facilitating all initiatives relating to the macro organization of service delivery machinery in the province; Facilitating the Process of Developing Job Description; Providing an informed advice on organizational design and job evaluation matters; and Managing the Division's resources.

8. Post: DEPUTY DIRECTOR: LEGAL ADVISORY SERVICES
Ref: DD-LAS/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 principal State Law Adviser.

Requirements: LLB Degree - Admission as an Advocate would be an added advantage. A minimum of 3 years of experience in the field of legal administration. Knowledge of the South African Constitution and Laws.

Essential skills will include the following: Drafting of legal opinions • Interpretation of legislations • 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: Provision of legal advice and furnishing of oral and written legal opinions and assistance to the

Mpumalanga Provincial Government; Being responsible on a continuous basis, for the rationalization of Provincial laws, including old legislations; Draft employment contracts, service level agreements, memoranda, letters and any other documents with legal bearing; Formulate, and scrutinize Provincial legislations, including subordinate legislations, i.e. Proclamations, Regulations, etc.; Certify internal documents; Making inputs concerning policy formulations and implementations, and preparing comments on draft Bills and policies of National Departments; Management of risks as identified in respect of the Legal Advisory Services.

9. Post: DEPUTY DIRECTOR: EXPENDITURE
Ref: DD-EXP/OTP/9
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 Chief Financial Officer.

Requirements: An appropriate Bachelor's Degree /National Diploma in Commerce or equivalent qualification - a B-Com Degree in Accounting is an added advantage (NQF level 7). A minimum of 3 years relevant experience in a Junior Management level. Relevant experience in expenditure field. 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. Expenditure administration and management will be an added advantage.

Essential skills will include the following: • Expenditure • 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: Administering the processing of payments; Processing (manage) adherence to Internal Controls processes and procedures; Establishing and maintaining good supplier relations; Managing the staff performance and operations of expenditure; Safeguarding of payment vouchers; Managing risk within the Unit; and Managing the Division's resources.

10. Post: DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT
Ref: DD-HRD/OTP/10
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: Internal HRM and Development.

Requirements: An appropriate Bachelor's Degree /National Diploma in Human Resources or Public Management (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in human resource development and performance management fields. Practical knowledge of government policies on human resource development and performance management. Good interpersonal and communications skills. Ability to work independently and as part of a team.

Essential skills will include the following: •Training and facilitating training •Performance management •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-ordinating and monitoring the implementation of the Skills Development Plan; Co-ordinating and monitoring the implementation of bursaries; Co-ordinating and monitoring the implementation of the Premier's Discretionary Bursary; Managing the implementation of departmental internship and leadership programmes; Managing human and financial resources for the sub-department; and Monitor and facilitate 100% units submission of Performance Agreements, Mid-term and Annual assessment reports on PMDS of all staff members in line with the relevant prescripts; Manage the development, implementation and monitoring of workplace skills plan.

11. Post: DEPUTY DIRECTOR: RECORDS MANAGEMENT AND AUXILIARY SERVICES
Ref: DD-RMA/OTP/11
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: Internal HRM and Development.

Requirements: An appropriate Bachelor's Degree /National Diploma in Archives and Records Management or Public Management (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills. Ability to work independently and as part of a team.

Essential skills will include the following: •Archives and records management •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: Developing and implementing of records management policies and strategies; Developing and monitoring of the Office's implementation of the filing plan; Managing and safeguarding the Office's documents and files; Managing auxiliary services; Managing and safeguarding of electronic and audio visual records; Co-ordinating the process of archiving and disposing of documents; and Managing the Division's resources.

12. Post: DEPUTY DIRECTOR: LABOUR RELATIONS
Ref: DD-LR/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: Labour Relations.

Requirements: An appropriate Bachelor's Degree /National Diploma in Archives and Records Management or Public Management (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills. Ability to work independently and as part of a team.

Essential skills will include the following: •Archives and records management •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: Developing and implementing of records management policies and strategies; Developing and monitoring of the Office's implementation of the filing plan; Managing and safeguarding the Office's documents and files; Managing auxiliary services; Managing and safeguarding of electronic and audio visual records; Co-ordinating the process of archiving and disposing of documents; and Managing the Division's resources.

13. Post: DEPUTY DIRECTOR: TRANSVERSAL EMPLOYEE HEALTH AND WELLNESS MANAGEMENT
Ref: DD-TEHW/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: Transversal HRM Services.

Requirements: An appropriate Bachelor's Degree /National Diploma in Archives and Records Management or Public Management (NQF level 7) or equivalent qualification (NQF level 7), with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills. Ability to work independently and as part of a team.

Essential skills will include the following: •Labour relations management •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: Formulating strategies and monitoring the implementation of labour relations in the province; Managing and administering of grievance processes and procedures in the provincial administration; Facilitating the collective bargaining for the province; Ensuring maintenance of discipline in the provincial administration; Rendering of advisory services on labour relations matters to management and departments; Providing investigation and adjudication services to departments; Co-ordinating and monitoring of labour relations practices across the provincial departments; Providing of an informed advice to departments on appeal matters; and Managing the Division's resources.

14. Post: DEPUTY DIRECTOR: ECONOMY INVESTMENT AND EMPLOYMENT CLUSTER
Ref: DD-EIEC/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: Economy Investment and Employment Cluster.

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or Administration or equivalent qualification (NQF level 7), with a minimum of 3 years managerial experience in a Junior 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: •Minuting and compilation of reports •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: Developing and monitoring the implementation of the Employee Health and wellness policies across the departments; Developing and monitoring the implementation of the Occupational Health and Safety policies across the departments; Monitoring the implementation of PILIR across the departments; Developing and maintaining of partnerships and networks with the relevant stakeholders; Developing, Interpreting and ensuring correct implementation of Employee Health and Wellness Strategies, Policies, Procedures and Practices; Co-ordinating the implementation of Provincial EHW programmes; and Managing the Division's resources.

15. Post: ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES
Ref: AD-LDMS/OTP/15
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Commerce or B-Com Degree in Accounting or equivalent qualification (NQF level 7), with relevant experience in Supply Chain Management. Knowledge of the Public Finance Management Act, Public Service Regulations and Public Service Act, as well as other prescripts applicable in the Public Service.

Duties: Develop and implement plans and strategies on logistics and disposal management in the Office; Managing the capturing and approval of requisitions for the office • Managing the ordering processes • Managing the inventory and consumables • Establish and maintain a database on logistics and disposal management in the Office; Managing the Division's resources.

16. Post: ASSISTANT DIRECTOR: RESEARCH SERVICES AND SIMS
Ref: AD-RS/OTP/16
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Research or equivalent qualification (NQF level 7), with relevant experience in a Research Services, in-depth knowledge and understanding of research and policy issues. Knowledge in Strategic planning and project management. Experience in people and stakeholder management. Effective communication at all levels, competent document and report writing and analysing skills.

Duties: Monitoring the implementation of the Provincial Research Agenda • Co-ordinating research quality assurance sessions in the Province • Conducting assessment of service delivery in local municipalities • Monitoring service delivery interventions by departments • Managing the Division's resources.

17. Post: ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN & JOB EVALUATION
Ref: AD-ODJE/OTP/17
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Work Study/ Management Services/ Organizational Design, or equivalent qualification (NQF level 7), with relevant experience in Organizational Design and Job Evaluation. A valid driver's license would be an added advantage.

Duties: Conducting Work Study Investigations and Compiling Reports • Conducting Job Evaluations • Facilitating the Process of developing Job Description • Advising Departments on organograms and efficiency related matters • Managing the Division's resources.

18. Post: ASSISTANT DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT
Ref: AD-ECX/OTP/18
SALARY: R376 597.00 PER ANNUM (LEVEL 09)

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or equivalent qualification (NQF level 7). Good coordination and organisational skills. Ability to communicate at a higher level. Be prepared to work odd hours and travel extensively. Ability to maintain confidentiality.

Duties: Coordinating and rendering secretarial and administrative service to EXCO, Budget and Finance, Technical PCF, PCF and Makgotla • Disseminating EXCO decisions, resolutions and information to the relevant stakeholders • Coordinating departmental submissions for the EXCO, Budget and Finance Committee meetings and PMC Makgotla • Organizing EXCO Makgotla meetings • Maintaining security and safekeeping of Executive Council documents, information and resolutions • Updating the Executive Council resolutions bi-weekly.

19. Post: ASSISTANT DIRECTOR: YOUTH DEVELOPMENT
Ref: AD-YD/OTP/19
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Social Science or Public Management or equivalent qualification (NQF level 7), with relevant experience in Youth Development. A valid driver's license would be an added advantage.

Duties: Promoting awareness, advocacy and educating stakeholders and public on youth development policy imperatives • Monitoring compliance on implementation of youth policies and targets by Departments • Preparing reports for Legislature and other relevant structures • Providing assistance in managing and monitoring the Youth Development unit • Facilitating stakeholders relations for sustainable partnership to explore economic opportunities for youth • Assisting in the monitoring and facilitation of the Mpumalanga Youth Development Fund implementation.

20. Post: ASSISTANT DIRECTOR (IT ADVISOR): OFFICE OF THE PGITO
Ref: AD-IT/OTP/20
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Information Technology, or equivalent qualification (NQF level 7), with extensive experience in Information Technology. Problem solving skills, ability to work independently or in a team and advance computer literacy skills.

Duties: Providing technical support for Information Technology related devices in the Office of the Premier and other departments •Promoting ICT awareness and usage in the Office of the Premier and other departments •Monitoring IT service level agreements that the department enters into with service providers •Developing IT technical standards on procedural and related matters to OTP and departments.

21. Post: PERSAL CONTROLLER: HUMAN RESOURCE PRACTICES, ORGANIZATIONAL STRATEGY AND PLANNING
Ref: PC/HRM/OTP/21
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Human Resource Management or Public Management or equivalent qualification (NQF level 7), Computer literacy. Must have passed the PERSAL Controllers' Course and have extensive knowledge of the functionality and capabilities of the PERSAL system.

Duties: Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel •Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks •Ensure that prerequisites and procedures of PERSAL are well executed •Ensure the compilation and maintenance of in-house user manuals •Manage the authorizations of suspense file transactions and the verification thereof with the source document •Advise PERSAL users on the operation of the system • Execute control and audit measures by making use of PERSAL's exception reports • Evaluate / Recommend to the PERSAL Controller changes to the system in terms of the SCC system.

22. Post: ASSISTANT DIRECTOR: LABOUR RELATIONS
Ref: AD-LR/OTP/22
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Labour Law or equivalent qualification (NQF level 7), with relevant experience in Labour Relations. Knowledge of employment relations legislatives and regulatory frameworks. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license would be an added advantage.

Duties: Co-ordinate the process of collective bargaining for the province • Administer grievance process and procedures in the provincial administration •Advise on the maintenance of discipline in the provincial administration •Rendering of advisory services on labour relations matters to departments •Render investigation and adjudication services to departments •Co-ordinating and monitoring of labour relations practices across the provincial departments •Providing of an informed advice to departments on appeal matters.

23. Post: ASSISTANT DIRECTOR: FORENSIC AUDIT
Ref: AD-FA/OTP/23
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

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

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.

24. Post: ASSISTANT DIRECTOR (PERSONAL ASSISTANT): OFFICE OF THE DIRECTOR-GENERAL
Ref: AD-ODD/OTP/24
SALARY: R376 596.00 PER ANNUM (LEVEL 09)

Requirements: An appropriate Bachelor's Degree /National Diploma in Office Management, Public Management or equivalent qualification (NQF level 7), with relevant experience in Office management. Good coordinating and organisational skills. Good communication and interpersonal skills, computer literate, ability to maintain confidentiality and be prepared to work odd hours.

Duties: Handling of incoming and outgoing correspondences in the Office of the Director-General •Manage the Director-General's diary •Typing the work of the Director-General •Handling logistical matters for the Director-General •Developing, maintaining and managing filing system •Handling and screening of telephone calls •Managing the Division's resources.

25. Post: ASSISTANT DIRECTOR: AUDIT ASSURANCE
Ref: AD-AA/OTP/25
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Auditing or Accounting or 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 would be an added advantage. In-depth knowledge of the 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 skill 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 the 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 •Conduct follow ups and reviews • Administer the process of obtaining management responses on findings.

26. Post: ASSISTANT DIRECTOR: SALARIES
Ref: AD-SAL/OTP/26
SALARY: R376 596.00 PER ANNUM (LEVEL 09)

Requirements: An appropriate Bachelor's Degree /National Diploma in Commerce or Accounting or equivalent qualification (NQF level 7), with relevant experience in Salary and Payroll Management. Knowledge of PERSAL, Public Finance Management Act, Public Service Act, Public Service Regulation, Treasury Regulations and Financial Manual.

Duties: Co-ordinating and monitoring of progress on reconciliation of PERSAL ledger, accounts and clearing of PERSAL exceptions • Administering of payment of salaries to staff •Administering payment of allowances •Administering and advising on medical aid matters of staff •Identifying and recovering of overpayment/debts • Dealing with monthly/ yearly tax returns and liaise with The South African Revenue Services • Providing of an informed advice on salary matters •Approving and authorizing of PERSAL transactions.

27. Post: SENIOR VIDEOGRAPHER (VIDEOPRODUCER): CORPORATE COMMUNICATION SERVICES – RE-ADVERTISEMENT
Ref: SA/CSS/27
SALARY: R470 040.00 PER ANNUM (LEVEL 10)

Requirements: An appropriate Bachelor's Degree /National Diploma in Videography or Multimedia or equivalent qualification (NQF level 7), with a minimum of 5 years' experience in video production industry. Inherent requirements of the Job: Valid driver's license (E8) 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 well 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 to post-production •Administering the conception of ideas, storyboard, 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.

28. Post: WORK STUDY OFFICER: ORGANIZATIONAL DESIGN AND JOB EVALUATION (2x Posts)
Ref: WS/OTP/28
SALARY: R316 791.00 PER ANNUM (LEVEL 08)

Requirements: An appropriate Bachelor's Degree /National Diploma in Work Study/Management Services/ Organizational Design or equivalent qualification (NQF level 7). Knowledge of Job Evaluation is an added advantage. A valid driver's license will be an added advantage.

Duties: Developing of Organograms and compiling of reports on the organization and post establishment of the departments • Evaluating posts in the provincial departments • Facilitating the process of compiling Job Descriptions in the departments • Rendering advice to management on organogram and efficiency-related matters.

29. Post: PROTOCOL OFFICER: PROTOCOL SERVICES
Ref: PO/OTP/29
SALARY: R316 791.00 PER ANNUM (LEVEL 08)

Requirements: An appropriate Bachelor's Degree/National Diploma in International Relations and Protocols or equivalent qualification •Extensive experience in diplomacy or working with high-profile Political functionaries and in International Relations.

Duties: Implementing the Provincial Protocol Policy •Rendering protocol advice to the Premier and Executive •Rendering ceremonial services and state visits matters • Co-ordinating provincial protocol services • Compiling of reports on protocol matters •Providing physical security appraisals and security awareness.

30. Post: INTERNAL AUDITOR: AUDIT ASSURANCE (2x Posts)
Ref: IA/OTP/30
SALARY: R