

OFFICE OF THE PREMIER

ALL POSTS ARE BASED IN MBOMBELA



office of the premier

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

IT MUST BE NOTED THAT THIS IS A RE-ADVERTISEMENT (ALL POSTS) – PREVIOUS RESPONDENTS ARE THEREFORE WELCOME TO RE-APPLY

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 listed below 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/>.

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: DEPUTY DIRECTOR-GENERAL: MACRO-POLICY AND PLANNING

Ref: DDGMP/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. SMS Pre-entry Certificate. 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. Post: GENERAL MANAGER: GOVERNMENT COMMUNICATION AND INFORMATION SERVICES

Ref: GMGCIS/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. SMS Pre-entry Certificate. 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 •Co-ordinate the rendering of media, departmental and 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. Post: GENERAL MANAGER: STRATEGIC HUMAN RESOURCE SERVICES

Ref: GMSHRS/OTP/03

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 in Human Resource Management, Public Management and Administration (NQF level 7) or equivalent qualification, with a minimum of 5 years managerial experience in a Senior Management level. SMS Pre-entry Certificate. Experience in the fields of human resource management, human resource development, labour relations, policy 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 •HR prescripts 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: •Provide an informed advice on HR matters to all Departments •Co-ordinate and monitor the implementation of strategic HR services for the Province •Co-ordinate and monitor the implementation and promotion of sound labour relations and discipline in the Province •Co-ordinate and monitor the implementation of organizational development and job evaluation in the Province •Co-ordinate and monitor the implementation of transversal HRM policies and guidelines •Co-ordinate the rendering of internal human resources management and development services •Manage human, financial and physical resources, as well as information.

4. Post: GENERAL MANAGER: INTEGRITY MANAGEMENT AND FORENSIC AUDIT SERVICES

Ref: GMIMFAS/OTP/04

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 Director-General. 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 5 years managerial experience in a Senior Management level. SMS Pre-entry Certificate. Experience in the fields of investigation and security management 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 •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: •Managing and coordinating protective security within the province •Rendering protocol services for the provincial administration •Promoting Public Service ethos and removing opportunities for unethical conduct •Preventing, detecting and investigating unethical conduct, fraud and corruption •Establishing and maintaining appropriate internal controls and reporting systems in order to meet performance expectations •Changing the mindset of Public Service and stakeholders and enhancing a culture of transparency and accountability •Manage human, financial and physical resources, as well as information.

5. Post: SENIOR MANAGER: OFFICE OF THE DIRECTOR-GENERAL

Ref: SMDG/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 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. SMS Pre-entry Certificate. 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.

6. Post: SENIOR MANAGER: ORGANIZATION DESIGN AND JOB EVALUATION

Ref: SMODJE/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- 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. SMS Pre-entry Certificate. 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 organograms 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.

7. Post: SENIOR MANAGER: INTERNATIONAL RELATIONS

Ref: SMIR/OTP/07

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. SMS Pre-entry Certificate. 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.

Enquiries should be directed to the Head: Internal HRM & D: Mr JP Dlamini: Tel. (013) 766 2094

Please forward your application, quoting the relevant reference number to: The Head-Internal HRM &D: Mr JP Dlamini, Private Bag X11291, Mbombela 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park.

Closing date: 17 December 2021

If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.