



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



office of the premier  
MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

**ALL POSTS ARE BASED IN MBOMBELA**

The Office of the Premier is looking for dynamic, innovative, experienced 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, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

Applications should be submitted on the latest Z83 form, obtainable from any Public Service Department or Magistrate's Office and should be accompanied by copies of qualifications, Identity Document and a comprehensive CV. No faxed nor e-mailed applications will be accepted.

The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training/course/sms-pre-entry-programme/>.

All Applicants 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: SENIOR MANAGER: LABOUR RELATIONS**

**Ref: SMLR/OTP/01 • Salary: An all-inclusive remuneration package of R1 073 187.00 per annum (Level 13). The successful candidate will be required to enter into a Performance Agreement with the General Manager: Strategic HR Services. The shortlisted candidates will be subjected to a competency assessment.**

**Requirements:** An appropriate Bachelor's Degree /Advanced National Diploma in Labour Law (NQF level 7) or equivalent qualification, with a minimum of 5 years managerial experience in a Middle Management level, preferably in the field of labour relations. SMS Pre-entry Certificate. Relevant experience in labour relations. Practical knowledge of government policies on labour relations management. Good interpersonal and communications skills. Ability to work independently and as part of a team. Knowledge of employment relations legislatives and regulatory frameworks. Experience in appearing and leading in conciliations, mediations and arbitration proceedings. Extensive knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Extensive dispute resolution skills. A valid driver's license would be an added advantage.

**Essential skills will include the following:** • Labour relations 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:** • 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 • Managing the Directorate's resources.

**2. DIRECTORATE: MPUMALANGA PROVINCIAL AIDS COUNCIL**

**Post: MANAGER: MONITORING AND EVALUATION**

**Ref: MMPAC/OTP/02 • Salary: An all-inclusive remuneration package of R882 042.00 per annum (Level 12). The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Mpumalanga Provincial AIDS Council.**

**Requirements:** An appropriate Bachelor Degree or equivalent in Social Science / Advanced National Diploma in Social or Health Sciences (NQF level 7) or equivalent qualification. Post graduate Diploma in M&E will be an added advantage. A minimum of 3 years relevant M&E experience in a Junior Management level. Relevant experience in HIV, TB and STIs Management. Valid drivers' license.

**Essential skills required include the following:** Coordination, Planning and Organizing, Financial Management, Change Management, Knowledge Management, People Management, Programme and Project Management, Service Delivery innovations. Power point presentation, Excel spread sheet and Offer leadership and technical support to programme staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies. Support the development of the M&E systems in line with requirements and needs of the programme. Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures. Support and engage in the design and management of constructive information feedback loops to inform program design

**Duties:** Provide technical support on M&E to District and Local AIDS Councils personnel on HIV, TB and STIs related programmes. Provide technical support in tracking performance of Local and District AIDS Councils including government departments against performance framework targets & deliverables. Serve as the primary point person for all M&E related work including information-gathering process for results and performance reports. The M&E Manager will work closely with Senior Manager for MPAC to support build capacity among managers on M&E related activities and initiatives. Collect, analyze and collate monthly and quarterly performance reports for the MPAC Unit. Coordinate Quarterly performance Reviews of the Global Fund and PEPFAR funded programmes. Review all Provincial data collection tools for standardizations purposes. Submit quarterly fact sheets to SANAC. Conduct quarterly departmental feedback sessions on their performance. Lead the development of the new PIP for 2023 – 2028. Support District and Local AIDS Councils to develop, implement and monitor and evaluate their MLIPs and MDIPs.

**3. Post: MANAGER: OFFICE OF THE DIRECTOR-GENERAL**

**Ref: MODG/OTP/03 • Salary: An all-inclusive remuneration package of R744 255.00 per annum (Level 11). The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Office of the Director-General.**

**Requirements:** An appropriate Bachelor's Degree / Advanced National Diploma or equivalent qualification in Public Management or Administration (NQF level 7), with a minimum of 3 years managerial experience in a Middle Management level. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules.

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

**Duties:** • Render administrative support services within the Office of the DG • Keep track of all pending matters and outstanding EXCO Resolutions and ensure finalization thereof • Keep track of all pending matters regarding PMC, MANCOM and EMC Resolutions and ensure finalization thereof • Provide administrative support to all Programmes and Management • Render administrative and secretariat support services • Manage resources within the subdirectorates.

**4. Post: MANAGER: PLANNING AND PROGRAMME MANAGEMENT**

**Ref: MPPM/OTP/04 • Salary: An all-inclusive remuneration package of R744 255.00 per annum (Level 11). The successful candidate will be required to enter into Performance Agreement with the Senior Manager: Planning and Programme Management. The shortlisted candidates will be subjected to a competency assessment.**

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

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

**Duties:** • Co-ordinate and facilitate the development of the OTP's APP and its submission to the relevant authorities • Co-ordinate the facilitate the development of the OTP's operational plan • Co-ordinate the reporting process within the OTP.

**5. Post: MANAGER: CORPORATE COMMUNICATION SERVICES (CORPORATE PUBLICATION)**

**Ref: MCP/OTP/05 • Salary: An all-inclusive remuneration package of R744 255.00 per annum (Level 11). The successful candidate will be required to enter into Performance Agreement with the Senior Manager: Corporate Communication Services. The shortlisted candidates will be subjected to a competency assessment.**

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

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

**Duties:** • Co-ordinate the production of the external provincial government publication • Co-ordinate the production of the internal staff bulletin • Co-ordinate the design of corporate materials for the Office of the Premier • Co-ordinate the audio-visual services for the Office of the Premier • Manage resources of the Publications Unit.

**6. Post: MANAGER: AUDIT ASSURANCE**

**Ref: MAA/OTP/06 • Salary: An all-inclusive remuneration package of R744 255.00 per annum (Level 11). The successful candidate will be required to enter into Performance Agreement with the Senior Manager: Audit Assurance. The shortlisted candidates will be subjected to a competency assessment.**

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

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

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

**7. MPUMALANGA PROVINCIAL AIDS COUNCIL**

**Post: ASSISTANT MANAGER: MONITORING AND EVALUATION**

**Ref: AMPAC/OTP/07 • Salary: R382 245.00 per annum (Level 10)**

**Requirements:** An appropriate Bachelor Degree or equivalent in Social Science / Advanced National Diploma in Social or Health Sciences (NQF level 7) or equivalent qualification. Postgraduate Diploma in M&E will be an added advantage. A minimum of 3 years relevant M&E experience in a Junior Management level. Relevant experience in HIV, TB and STIs Management. Valid driver's license.

**Essential skills required include the following:** Coordination, Planning and Organizing, Financial Management, Change Management, Knowledge Management, People Management, Programme and Project Management, Service Delivery innovations. Power point presentation, Excel spread sheet and offer leadership and technical support to programme staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data. Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies. Support the development of the M&E systems in line with requirements and needs of the programme. Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures. Support and engage in the design and management of constructive information feedback loops to inform program design

**Duties:** Provide technical support on M&E to District and Local AIDS Councils personnel on HIV, TB and STIs related programmes. Provide technical support in tracking performance of Local and District AIDS Councils including government departments against performance framework targets & deliverables. Work closely with M&E Manager to support build capacity among managers on M&E related activities and initiatives. Collect, analyze and collate monthly and quarterly performance reports for the MPAC Unit. Supports the M&E Manager to coordinate Quarterly performance Reviews of the Global Fund and PEPFAR funded programmes. Review all Provincial data collection tools for standardizations purposes. Submit quarterly fact sheets to SANAC. Conduct quarterly departmental feedback sessions on their performance. Support the development of the new PIP for 2023 – 2028. Support District and Local AIDS Councils to develop, implement, monitor, and evaluate their MLIPs and MDIPs.

**8. Post: SENIOR GRAPHIC DESIGNER: CORPORATE COMMUNICATION SERVICES**

**Ref: SGD/OTP/08 • Salary: R382 245.00 per annum (Level 09)**

**Requirements:** • An appropriate Bachelor Degree/Advanced National Diploma in Graphic Design (NQF level 7) • At least three (3) years working experience in the field of graphic design.

**Illustrator, Skills will include the following:** • Knowledge of Apple of relevant software, e.g. InDesign, Photoshop, Corel Draw etc. • Knowledge of Apple MAC is a prerequisite • Have the ability to be creative and work independently and in a team • Have the ability to work under pressure, including after hours and on weekends and on holidays • Be computer literate • (Microsoft Office) • Good communication Skills both written and verbal • Have the ability to work on multiple projects and pay attention to details.

**Duties:** • Provide creative conceptualization of layout, design and production of government publications and promotional material • Ensure consistency in the brand identity on all marketing material • Drive constant innovation to consistency in the brand identity on all marketing material • Design and layout of external provincial government publications • Design and layout of corporate and marketing material on request • Design and layout of corporate and marketing material on request • Internal promotional materials • Annual Report, Annual Performance Plan, Operational Plans, Provincial Newsletter, etc.

**9. Post: PROTOCOL OFFICER: PROTOCOL SERVICES**

**Ref: PO/OTP/09 • Salary: R321 543.00 per annum (Level 08)**

**Requirements:** • An appropriate Bachelor's Degree/ Advanced National Diploma in International Relations and Protocols or equivalent qualification (NQF Level 7) • Experience in diplomacy or working with high-profile political functionaries and in International Relations.

**Duties:** • Implementing the Provincial Protocol Policy • Rendering protocol support 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.

**10. Post: INFORMATION JOURNALIST: CORPORATE COMMUNICATION SERVICES**

**Ref: IJ/OTP/10 • Salary: R321 543.00 per annum (Level 08)**

**Requirements:** • An appropriate Bachelor Degree/National Diploma in Journalism or Communications (NQF level 7), with relevant experience as a journalist in media houses and/or environment.

**Essential skills will include the following:** • Good writing, language and proof reading skills, the ability to analyze specialized information and communicate it to various audiences • Knowledge of photography and how to use a professional camera, pay attention to detail, and be able to be creative and work independently in a team • Ability to work accurately and professionally under pressure, including public holidays and on weekends • Computer literacy • Excellent communication skills (written and verbal)

**Key performance areas:** • Write articles for internal and external monthly and quarterly publications • Render photo-journalism services for OTP and Inter-governmental programmes and projects • Liaise with internal and external stakeholders for the provision and exchange of information • Maintain a photographic library.

**11. Post: HUMAN RESOURCE OFFICER: HR PRACTICES, ADMINISTRATION, ORGANIZATIONAL STRATEGY AND PLANNING SERVICES**

**Ref: HRO/OTP/11 • Salary: R176 310.00 per annum (Level 05)**

**Requirements:** • Grade 12 certificate • A qualification and/or experience in the field of Human Resource Management, as well as computer literacy will be an added advantage • Sound interpersonal and communication skills.

**Duties:** • Handle and maintain human resource records • Process service conditions • Process termination of service • Provide assistance and an informed advice on service conditions • Develop and maintain a filing system on service conditions.

**12. Post: RECEPTIONIST: RECORDS MANAGEMENT AND AUXILIARY SERVICES**

**Ref: REC/OTP/12 • Salary: R176 310.00 per annum (Level 05)**

**Requirements:** • Grade 12 Certificate • A qualification and/or experience in the field of Office Administration will be an added advantage • Sound interpersonal and communication skills.

**Duties:** • Provide provisional reception services • Welcome and guide visitors • Screen and manage incoming calls • Manage the reception area • Ensure efficient and management of visitors' register • Handle couriers.

**13. Post: POSTING CLERK: LOGISTICS AND DISPOSAL MANAGEMENT x2**

**Ref: PC/OTP/13 • Salary: R176 310.00 per annum (Level 05)**

**Requirements:** Grade 12 Certificate - Preferably with Accounting as a passed subject • Ability to work with figures • Practical knowledge of Government logistics and disposal management processes • Sound interpersonal and communication skills • Computer literacy is highly recommended.

**Duties:** • Prepare and issue purchase orders • Prepare invoices • Track payments • Communicate with customers regarding their accounts • Advise on billing policies and procedures • Administer record-keeping tasks.

**14. Post: SECRETARY: LABOUR RELATIONS – SL 5**

**Ref: SEC/OTP/14 • Salary: R176 310.00 per annum (Level 05)**

**Requirements:** Grade 12 Certificate • Certificate in Office Administration • Experience in the field of Office Administration will be an added advantage • Sound interpersonal and communication skills • Computer literacy is highly recommended.

**Duties:** Manage the Sectional Head's diary • Handle the Sectional Head's correspondence • Type documents for the Sectional Head • Co-ordinate meetings for the unit • Record and compile minutes during meetings • Handle logistical services for the unit • Manage the unit's filing system.

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

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

**CLOSING DATE: 08 JULY 2022**

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