

**MPUMALANGA PROVINCIAL ADMINISTRATION
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM**

“The Department invites suitably qualified candidates to join the team to drive economic growth that creates decent employment and promote sustainable development through partnership”

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities and women will receive preference.

APPLICATION

Fully completed and signed Z83 application form obtainable from any Public Service Department must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID not be older than three months. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).). The recruitment process for the Middle Management will include undergoing a compulsory competency assessment.

NOTE

The Department reserves the right not to fill the positions. Applications must be forwarded to:
The Head of Department, Department of Economic Development, Environment and Tourism,
Riverside Government Complex, Building No. 4, 1st Floor,
Private Bag X 11215,
Nelspruit
1200.

CLOSING DATE

16 November 2012@ 16h15

POST

Deputy Director: Human Resource Provisioning & Conditions of Service

REF

Pr1/04/2012/13

**CENTRE
SALARY**

Head Office, Nelspruit
R 464 919 per annum, all inclusive package

REQUIREMENTS

An appropriate three year tertiary qualification in Human Resource Management or equivalent qualification with at least three years work experience in the broad Human resource management areas covering administration of service conditions and human resource provisioning, human resource policy formulation and implementation. Knowledge of Public Service Regulations, Public Service Acts, legislations and prescripts applicable to Human resource management in the Public Service. The successful candidate must be able to display the following competencies: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES

Manage the conditions of service i.e. leave management, Policy on Incapacity Leave and Ill-Health Retirement, Compensation for Occupational Injuries and Diseases in the work place. Manage human resource provisioning i.e. recruitment and selection. Assist with formulation of Human resource related policies. Provide advice and assistance to senior managers and staff on Human resource related matters. Promote a sound working relationship between management and employees. Assist with development, implementation and reporting on the Employment Equity Plan. Implement the Performance Management and Development System in the component. Liaise with all relevant stakeholders and government institutions on employee matters. Serve as a PERSAL Manager

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

**POST
REF
CENTRE
SALARY**

Deputy Director: Information Services (Knowledge Management)
Pr5/02/2010/11
Head Office, Nelspruit
R 464 919 per annum, all inclusive package

REQUIREMENTS

An appropriate tertiary or equivalent qualification in Economics /Social/Information Science with majors in at least one of the following: Information management systems/Statistics/Economics, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication. . Ability to lead effectively and to be a team player valid driver license is a must.

DUTIES

Coordinate the collection, collation, processing, analysis and dissemination of information related to the economy, environment and tourism of the province. Manage information on macro and micro-economic indicators. Provide and manage information services on the provincial economy. Manage linkages with sources of

information. Manage activities related to statistics, economic, environment and spatial analysis as well as the production of reports thereof.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Deputy Director: Media Relations
Pr1/05/2012/13
Head Office, Nelspruit
R 464 919 per annum, all inclusive package

REQUIREMENTS

An appropriate three (03) year tertiary qualification in Communication or Journalism or equivalent qualification plus at least three (3) years experience in government communications at junior management level. Must have good interpersonal skills and experience in media relations; management and leadership skills; budgeting and financial management skills; verbal and written communication skills; report writing and presentation skills; Problem-solving and decision-making skills; Ability and flexibility to perform in a complex and dynamic environment; computer literate; Ability to work in a team, independently and under pressure; Prepared to work outside office hours, including weekends and public holidays when required; Prepared to travel extensively. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations; Knowledge of the Public Finance Management Act and Treasury Regulations will be an added advantage. The applicant must possess a valid driver's licence.

DUTIES

Manage the media relations unit; Design and implement media relations strategy/plan; Prepare and manage budget of the media relations unit; liaise and strengthen relations with the media; Act as the Departmental link with the media; Draft media advisories and statements; Co-ordinate and prepare media responses; Advise the Head of Communications on all media related issues; Monitor and analyse media on a daily basis and produce media analysis reports; Develop content for information and promotional products; Perform any other delegated duties as directed by the Head of Communications.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Assistant Director: Stakeholder Relations
Pr1/06/2012/13
Head Office, Nelspruit
R 236 532 per annum (salary level 09)

REQUIREMENTS

An appropriate three (3) year tertiary qualification in Communication/ Journalism/ Marketing/ Public Relations or equivalent qualification with at least three (3) years experience in government communications. Have an ability to work under pressure and prepared to work irregular hours including weekends and public holidays, when required to meet tight deadlines. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations. The successful candidate must be able to display the following competencies: multi-tasking, strong public relations, Project Management, time management and prioritising skills, with a pro-active approach, excellent written and verbal communication skills, and attention to detail, knowledge and understanding of government corporate ethos and values. The prospective candidate must be computer literate including the use of various software programmes at high proficiency level, and must possess a valid driver's licence.

DUTIES

Manage and strengthen stakeholder relations and database; Co-ordinate Departmental Public Participation Programmes and campaigns; Manage all Departmental exhibitions; Produce content for both internal and external publications; Develop content for all information promotional material; Liaise and work closely with Departmental Public Entities and other stakeholders; Compile and submit required reports; Provide general administrative support.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST REF CENTRE SALARY

Communication Officer: Content Development
Pr1/07/2012/13
Head Office, Nelspruit
R160 224 per annum (Salary Level: 07)

REQUIREMENTS

An appropriate three (3) year tertiary qualification in Communication/ Journalism/ Marketing/ Public Relations or equivalent qualification. Have an ability to work under pressure and prepared to work irregular hours including weekends and public holidays, when required to meet tight deadlines. Good understanding of the mandate of the Department in terms of applicable Acts, prescripts and regulations. The successful candidate must be able to display the following competencies: multi-tasking, strong public relations, Project Management, time management and prioritising skills, with a pro-active approach, excellent written and verbal communication skills, and attention to detail, knowledge and understanding of government corporate ethos and values. The prospective candidate must be computer literate including the use of various software programmes at high proficiency level, and must possess a valid driver's licence.

DUTIES

Produce content for both internal and external publications; Provide support to Departmental Public Participation Programmes and campaigns; Develop content for all information promotional material; Liaise and work closely with Departmental Public Entities and other stakeholders; compile and submit required reports; Provide general administrative support.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST

Assistant Director: Compliance & Enforcement

REF
CENTRE
SALARY

Pr4/02/2012/13
Head Office, Nelspruit
R 236 532 per annum (salary level 09)

REQUIREMENTS

An appropriate three year tertiary qualification in Law. Valid driver's license, knowledge and experience in Business Regulation and Prosecution. Excellent Organisational, Leadership Skills, People Management, Sound Interpersonal Skills, Negotiation, Presentation and Facilitation skills, Good verbal and written Communication Skills and Computer literacy

DUTIES

Act as a Provincial Compliance & Enforcement Officer in respect of liquor trade. Prosecute transgressors in terms of Liquor Act, 1989. Liaise & work in partnership with relevant law enforcement agencies.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Assistant Director: Research and Development
Pr5/03/2012/13
Head Office, Nelspruit
R 236 532 per annum (salary level 09)

REQUIREMENTS

An appropriate three year tertiary qualification in Economics/Social Sciences or equivalent qualification with two (02) years minimum relevant experience in conducting research. Knowledge of research methodology, Project Management, Computer Literacy, Report Writing, Presentation Skills, Analytical Skills, Problem Solving and valid driver licence. Ability to work as a team member, independently and under pressure

DUTIES

Drive and coordinate relevant provincial economic research on economic related matters. Utilize statistical information for conducting research. Liaise with the stakeholders and other research institutions. Manage activities related to economical statistics and spatial analysis as well as reports. Organize Develop micro and macroeconomic research agenda. Liaise with relevant stakeholders in research related matters. Conduct research on socio-economic developments. Communicate research outcomes to all relevant stakeholders' participation in the research activities for the Department.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Assistant Director: Policy Analysis
Pr5/04/2012/13
Head Office, Nelspruit
R 236 532 per annum (salary level 09)

REQUIREMENTS

An appropriate three tertiary year qualification in Economics, Econometrics and/or Development Planning/studies. Key attributes:

In depth understanding of economics, its principles and theoretical frameworks. Sound understanding of government policies. Proven experience in economic policy analysis and related techniques and methodologies. 2 years practical and relevant experience. Experience in data gathering, analysis and interpretation. Strong analytical capabilities and sound report writing skills. Strategy development skills. Advanced computer literacy. a valid driver's license

DUTIES

Determine and analyze key economic variables, their interrelation and relevance for provincial economic strategies and plans. Provide information that assist in formulating provincial economic policy priorities for integration in the Mpumalanga Economic Growth and Development Path (MEGDP). Assist in the development and review of economic plans and strategies. Stakeholder management for strategy and policy advocacy workshops and summits.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Assistant Director: Cooperatives
Pr2/01/2012/13
Gert Sibande, Ermelo
R 236 532 per annum (salary level 09)

REQUIREMENTS

An appropriate three tertiary year qualification in Economics/Business Economics or equivalent qualification with at least two(02) years work experience in Economic Development I. Good understanding and knowledge of cooperatives legislative policy and framework. The successful candidate must be able to display the following competencies: Planning and Coordination, Project Management, Problem Solving and Decision Making, Client Focus and Responsiveness, High level of written and verbal communication skills. Good planning, organizational and leadership skills. Computer skills and valid driver's license

DUTIES

Coordinate establishment and development of cooperatives. Facilitate the implementation of the Provincial Cooperatives Development Strategy. Participate and represent the Department in the National and Provincial Cooperatives forums/committees. Assist the Champion with the development of Cooperatives in the Province. Support and build a strong cooperative movement. Facilitate the implementation of overall cooperatives awareness programme and advocate for preferential procurement for cooperatives within the three spheres of government

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST
REF
CENTRE
SALARY

Human Resource Practitioner: Conditions of Service & Human Resource Provisioning
Pr1/08/2012/13
Head Office, Nelspruit
R160 224 per annum (Salary Level: 07)

REQUIREMENTS

An appropriate three year tertiary qualification in Human Resource Management. Two (02) years work experience in conditions of

service and recruitment and selection. knowledge of Basic Conditions of Employment, knowledge of Policy on Incapacity Leave and Ill-Health Requirements, Compensation for Occupational Injuries and Diseases in the work place. The successful candidate must be able to display the following competencies: Good verbal and written communication, interpersonal relation skills, Project Management Skills, Computer Literacy, Organisational Skills and valid driver's licence. Knowledge of Persal Administration. Ability to work under pressure

DUTIES

Administer all types of employee benefits and conditions of service. Facilitate processing of pension benefits, leave payout. Administer state guarantees and housing allowance. Prepare weekly, monthly and quarterly reports. Perform effective termination of service on Persal. Implement policy on Incapacity Leave and Ill-Health Requirements.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST

Control Environmental Officer Grade B: Environmental Awareness & Education

REF

Pr6/03/2012/13),

CENTRE

Gert Sibande Region

SALARY

R536 796 per annum. All inclusive package

REQUIREMENTS

An appropriate three year tertiary qualification with at least five years experience in the environmental education field. The successful candidate must be able to display the following competencies: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES

Management of Environmental Education and Support services in the directorate. Effective and efficient implementation of a Multiyear strategic and Annual Operational Plans of the Directorate Environmental Education. Administrative and financial managerial support services to the directorate. Facilitate the implementation of environmental education programme towards sustainable development

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST

Control Environmental Officer Grade A: Environmental Impact Management X2 Posts

REF

Pr6/04/2012/13), Nkangala Region

Pr6/05/2012/13), Gert Sibande Region

SALARY

R311 037 per annum

REQUIREMENTS

An appropriate three year tertiary qualification in Natural Science/Environmental Management or equivalent qualification with

at least two years minimum experience in preparing or evaluating impacts assessments. Knowledge of environmental legislation, environmental management systems, and integrated environmental management will be an advantage. Good interpersonal skills, Computer literate and a valid driver's license.

DUTIES

The successful candidate will, inter alia Review the Environmental Impact assessment applications submitted to the District office in terms of the appropriate legislation and draft authorization recommendations for the record of decisions; evaluate and comment on environmental mining programme reports for the Department of Minerals and Energy; and maintain a register of all applications and authorizations.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST

Environmental Officer Production Grade A: Environmental Impact Management

REF

Pr6/06/2012/13)

CENTRE

Nkangala Region

Salary

R 169 704 per annum

REQUIREMENTS

An appropriate three year tertiary qualification in Natural Science/Environmental Management or equivalent qualification with at least two years minimum experience in preparing or evaluating impacts assessments. Knowledge of environmental legislation, environmental management systems, and integrated environmental management will be an advantage. Good interpersonal skills, Computer literate and a valid driver's license.

DUTIES

The successful candidate will, inter alia Review the Environmental Impact assessment applications submitted to the District office in terms of the appropriate legislation and draft authorization recommendations for the record of decisions; evaluate and comment on environmental mining programme reports for the Department of Minerals and Energy; and maintain a register of all applications and authorizations.

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164

POST

General Assistant X 2 Posts

REF

Pr1/09/2012/13) Delmas Environmental Centre

Pr1/10/2012/13) Ermelo Environmental Centre

SALARY

R 63 798 per annum (salary level 02)

REQUIREMENTS

General skills in cleaning and gardening services. An energetic and dedicated person committed to all cleaning duties. Must be able to read and write. Good interpersonal relations. Applicants with valid driver's license will be given preference.

DUTIES

Render general cleaning and gardening services. Render messenger services when required. Render logistical support services. Render programme/project support services

ENQUIRIES

Vusumuzi Hlatshwayo @ (013) 766 4164