## 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

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

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/

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 DEPLITY 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 economy, investment and employment 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, 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: GCJC/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 Manag

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management of Administration (NOF level 7) or equivalent qualification in Public Management or Administration (NOF 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: Providing strategic and technical support to the Cluster, the Executive Council and Provincial Departments; 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: •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 APP's; 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

## 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 Work Study/Management Services Organizational Design or equivalent qualification (NOF level 7), as well as a Qualification in Job Evaluation.

with a minimum of 3 years managerial experience in a Junior Management level.  $\textbf{Essential skills will include the following:} \bullet \textbf{Financial management} \bullet \textbf{Change management} \bullet \textbf{Knowledge}$ 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.

## 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  $\textbf{empowerment} \bullet \textbf{Programme} \text{ and project management} \bullet \textbf{Service delivery innovations} \bullet \textbf{Client orientation and}$ customer focus • Problem solving and analysis • Communications.

**Duties:** Co-ordinating the implementation of donor funding programmes; Co-ordinating the implementation of twinning agreements; Conducting research on potential international partners; Monitoring twinning agreements and donor funding assistance programmes; 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

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

Essential skills will include the following: Drafting of legal opinions • Interpretation of legislation

• 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, nemoranda, 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 rer uneration 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 LITTLESATION 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, 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 learnership programmes; Managing human and financial resources for the sub-directorate; 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 Developmen Requirements: An appropriate Bachelor's Degree /National Diploma in Archives and Records Management or Public Management (NQF level 7) or equivalent qualification, 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 implementation 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

#### 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 Labour Law (NQF level 7) or equivalent qualification, with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in labour relations. Practical knowledge of government policies on labour relations agement. 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 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

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.

# 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 Social Science (NQF level 7) or

equivalent qualification, with a minimum of 3 years relevant experience in a Junior Management level. Relevant experience in employee health and wellness management. Practical knowledge of government policies on employee health and wellness management. Good interpersonal and communications skills. Ability to work independently and as part of a team. Essential skills will include the following: • Co-ordination •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

## 14. Post: DEPUTY DIRECTOR: ECONOMY INVESTMENT AND **EMPLOYMENT CLUSTER** Ref: DD-EIEC/OTP/14

neration package of R733 257.00 per annum (Level 11). The Salary: An all-inclusive re 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: Co-ordinating and rendering of secretarial services to Economy, Investment and Employment Cluster; Consulting with the Chairperson of the Cluster and Cluster Senior Manages in respect if EXCO mmittee agenda and submissions; Developing and disseminating documentation, decisions and resolutions; Conducting of specific research issues related to the Cluster; Liaising with Members of the ecutive Council, Heads of Department and other stakeholders on the Cluster issues; Ensuring safekeeping of all cluster documentation; Co-ordinating of departmental submissions of the EXCO meetings, EXCO Makgotla and the Provincial Management Committee (PMC) meetings; and Managing the Division's

#### 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

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 Organisational

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)

Design and Job Evaluation. A valid driver's License would be an added advantage

Requirements: An appropriate Bachelor's Degree /National Diploma in Public Management or equivalent lification (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

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 ullet Facilitating stakeholders relations for sustainable partnership to explore economic opportunities for youth . Assisting in the monitoring and facilitation of the Mpumalanga

## 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

## 22. Post: ASSISTANT DIRECTOR: 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

## 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 (NOF 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

#### 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  $\label{thm:management} \textbf{Management or equivalent qualification (NQF level 7), with relevant experience in Office management. Good}$ 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 ullet Developing, marinating and managing filing system ullet 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

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.

 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

## 27. Post: SENIOR VIDEOGRAPHER (VIDEOPRODUCER): CORPORATE **COMMUNICATION SERVICES – RE-ADVERTISEMENT**

 It must be noted that this is a re-advertisement – Previous respondents are therefore welcome to re-apply.

#### Ref: SA/CCS/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. Inherit requirements of the job: Valid driver's license (EB) 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, storyboarding, 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

## 28. Post: WORK STUDY OFFICER: **ORGANIZATIONAL DESIGN AND JOB EVALUATION (2x Posts)** Ref: WS0/0TP/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: P0/0TP/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 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

## 30. Post: INTERNAL AUDITOR: AUDIT ASSURANCE (2x Posts) Ref: IA/OTP/30 Salary: R316 791.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree /National Diploma in Auditing • Accounting, Commence 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 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. Duties: Conducting planning for audits/ projects as per the audit plan • Conducting executive of audit projects as per audit program . Reporting audit findings . Conducting follow-ups on agreed action plans

## 31. Post: HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PRACTICES, ORGANIZATIONAL STRATEGY AND PLANNING - Level 08 Ref: HRPM/OTP/31

Salary: R316 791.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree /National Diploma in Human Resources or Public Management or equivalent • Experience in service conditions and benefits within the Public Service Knowledge of PERSAL is strongly recommendation
 Computer literacy
 Knowledge of Legislative Prescripts governing the Public Service . Knowledge on service conditions and benefits processes in the Public Service . Analysis and basic research skills.

**Duties:** Rendering an effective Human Resource support services with regard to service conditions benefits to all Directorates within the Office of the Premier • Handling all leave matters within the Office · Establishing and maintaining of staff database on Service Conditions and Benefits · Handling all injury on duty cases within the Office of the Premier . Handling applications for housing within the Office of the Premier . Handling service terminations within the Office of the Premier

## 32. Post: HUMAN RESOURCE PRACTITIONER: **HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT** Ref: HRPD/0TP/32 Salary: R316 791.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree /National Diploma in Human Resources or Public Management (NQF level 7) or equivalent qualification, with a minimum of 3 years relevant experience in human resource management. Relevant experience in human resource management and development fields. Practical knowledge of government policies on human resource management and development. Good interpersonal and communications skills. Ability to work independently and as part of a team. Duties: Administer Human Resource Development matters • Co-ordinate the implementation of the Premier's bursary fund and payments of institution • Administer all benefits on Persal • Facilitate the implementation of experiential learning and internship programme in the department • Coordinate the implementation of AYET and ABET programme.

### 33. Post: MARKETING OFFICER: CORPORATE COMMUNICATION SERVICES Ref: MO/OTP/33

Salary: R257 508.00 per annum (Level 07)

**Requirements:** An appropriate Bachelor's Degree /National Diploma in Marketing or equivalent qualification (NQF level 7). Knowledge of Marketing/ communication Management is an added advantage. A valid driver's license will be an added advantage. Duties: Coordinate exhibitions for Mpumalanga Provincial Government • Develop 12 external Provincial Calendar of Events • Render Communication support to all provincial government events • Facilitating

# 34 Post: ADMINISTRATION OFFICER: TRANSPORT AND ASSETS Ref: A0/0TP/34

Salary: R257 508.00 per annum (Level 07)
Requirements: A three year Bachelor's Degree /National Diploma in Public Management or equivalent • A Certificate in Asset Management is an added advantage • Two years' experience in asset management Knowledge of logistics and financial systems (LOGIS/BAS)
 A valid driver's license (Code 8 or higher) with

a minimum of two years driving experience is strongly recommended. Duties: Administer the acquiring and letting of state assets • Administer debts, losses and claims • Develop and maintain an assets register • Obtain and process applications of vehicles • Monitor proper utilization of vehicles  $\bullet$  Develop and maintain an effective data base.

#### 35. Post: TRANSIT CLERK: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES Ref: TC/OTP/35 Salary: R173 703.00 per annum (Level 05)

Requirements: Grade 12 Certificate - Preferably with Accounting as a passed subject • Ability to work with figures . Practical knowledge of Government procurement processes . Sound interpersonal and communication skills • Computer literacy is highly recommended •Knowledge of Stores Management. Duties: Check all the stationery and refreshments for the Office of the Premier • Receive receipts and invoices of all deliveries for refreshments and stationery • Issue requests for stationery and refreshments • Transit all issued vouchers according to delegations • Administer the quality of service delivery to all

# **36. Post: ACCOUNTING CLERK: EXPENDITURE**

internal and external customers linked to Logistics Management.

Ref: AC/OTP/36 Salary: R173 703.00 per annum (Level 05)

Requirements: Grade 12 Certificate • preferably with Accounting as a passed subject • Ability to work with figures and under pressure Practical knowledge of Government expenditure processes • Sound interpersonal and communication skills . Computer literacy is highly recommended. Duties: Maintaining of financial records and apply the "PAID" stamp in all paid payment vouchers • Labelling, creating and updating records with new files and information • Filing of payment vouchers sequentially in the strong room or in their proper locations • Maintaining of financial records for audit purposes . Following and complying with policies and confidentiality dictations to safeguard informatio · Preparing/Compiling of payment vouchers.

## 37. Post: GENERAL ASSISTANT / CLEANER (3x Posts) Ref: GA/OTP/37

Salary: R102 534.00 per annum (Level 02) Requirements: A minimum of Grade 10 or ABET Certificate. Knowledge of cleaning in general. knowledge

of hygiene and of handling cleaning chemicals. Duties: Clean offices, corridors, balconies and windows • Clean the kitchens and ensure that toilet papers are supplied • Keep the reception areas clean • Clean boardrooms and assist with preparations for

## **38. Post: PRINCIPAL COMMUNICATION OFFICER:** COMMUNITY OUTREACH SERVICES Ref: PCO/OTP/38

Salary: R316 791.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree /National Diploma in Communications Studies or equivalent qualification (NQF level 7) . Knowledge and experience in communications, marketing and/or information services . Good communications with excellent planning, organisational and writing skills and ability to interact with stakeholders. Duties: Co-ordinating public participation programmes • Co-ordinating National and Provincial Izimbizo

 Provision of communication support to municipalities
 Provision of administrative support services Conducting Research on Community Outreach matters.

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: 03 December 2021

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

· Providing of an informed advice on salary matters · Approving and authorizing of PERSAL transactions.

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

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