



MPUMALANGA PROVINCIAL GOVERNMENT

OFFICE OF THE PREMIER

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 representivity, will receive preference.

Applications should be submitted on the latest Z83 form, issued by the Minister for the Public Service and Administration, accompanied by detailed Curriculum Vitae. No Faxed/ e-mailed applications will be accepted.

All Appointments are subject to security clearance, employment reference checks, qualification verification and signing of performance agreement and security vetting once appointments have been confirmed. Successful candidates will be required to disclose their financial interests, if required.

1. Post: DIRECTOR: CORPORATE COMMUNICATION SERVICES

Ref: SM-CCS/OTP/01

Salary: An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13). *The successful candidate will be required to enter into a Performance Agreement with the General Manager: Provincial Government Communication and Information Services. The recommended candidates will be subjected to a competency assessment.*

Requirements: An appropriate Bachelor's Degree /Advanced National Diploma or relevant qualification in Journalism/Communication or related field (NQF level 7), with a minimum of five (05) years managerial experience in a Middle Management level. A Pre-entry Certificate into Senior Management Service (SMS) (Nyukela Certificate) and the full details can be sourced by following the link: <https://www.thnsg.gov.za/training-course/sms-pre-entry-programme>. 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 under pressure and meet tight schedules. Valid driver's licence.

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 various departments • Co-ordinate marketing of the Province through various media platforms • Develop and implement an internal communication strategy with an action plan for an effective internal communication • Improve internal communication within government to promote a culture of compliance to policies and programmes by all public servants. • Co-ordinate content for internal newsletters, pamphlets and multi-media platforms to communicate government messages and the programme of action. • Ensure a uniform corporate identity and branding for the Office of the Premier and the Mpumalanga Provincial Government • Co-ordinate printing of promotional material to improve the corporate image of the provincial government. • Ensure that government information reaches communities through exhibitions • Co-ordinate production of audio-visual material for the Office of the Premier and the Provincial Government • Develop editorials.

2. Post: DEPUTY DIRECTOR:HRM- ORGANISATIONAL STRATEGY AND PLANNING

Ref: DD-OSP/OTP/02

Salary: An all-inclusive remuneration package of R766 584.00 per annum (Level 11).

The successful candidate will be required to enter into a Performance Agreement with the Senior Manager: Internal HR Management and development.

Requirements: An appropriate Bachelor's Degree /advanced National Diploma in Human Resource Management, Public Management and Administration (NQF level 7) or relevant qualification, with a minimum of 3 years managerial experience in a Junior Management level. Experience in the fields of human resource management, labour relations, policy development would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as any other prescripts applicable in the Public Service.

Essential skills will include the following: • HR management • 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: • Manage the development of the recruitment, selection and retention policies/strategies and the implementation thereof • Manage the implementation of the transfer processes • Manage the implementation of the compensation of employees and conditions of service in terms of the Basic Conditions of Employment Act • Manage the development and implementation of the organizational strategy, HR Plan and the Employment Equity Plan • Manage the Sub-unit's planning and reporting, based on the approved plans and strategies • Provide informed advice on human resource matters • Manage the Office's personnel records and any related information • Manage and administer the human resource PERSAL system • Manage the subunit's human, financial, physical resources, as well as information.

3. Post: DEPUTY DIRECTOR: INTERNATIONAL RELATIONS

Ref: DD-IR/OTP/03

Salary: An all-inclusive remuneration package of R908 502.00 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 / Advanced National Diploma in International Relations or relevant 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 White Paper on South African Foreign Policy, National Development Plan, Mpumalanga Vision 2020 and National Priorities.

Essential skills will include the following: International relations • Strategic capability and leadership •Financial management •Change management • Report writing and presentation •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 donor funding programmes • Manage and oversee stakeholder engagement • Conducting research on potential international partners • Monitoring twinning agreements • Monitor donor funding assistance programmes implemented by sector departments and municipalities • Co-ordination of outbound/inbound missions • Co-ordinate existing and new regional partnership with Southern Africa, East Africa, Central Africa, West Africa and North Africa • Managing the Division's resources.

4. Post: DEPUTY DIRECTOR: RECORDS MANAGEMENT AND AUXILIARY SERVICES

Ref: DD-RMA/OTP/04

RE-ADVERTISEMENT • *It must be noted that this is a re-advertisement – Previous respondents are therefore welcome to re-apply*

Salary: An all-inclusive remuneration package of R766 584.00 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 / Advanced National Diploma in Archives and Records Management or Public Management (NQF level 7) or relevant qualification, with a minimum of 3 years managerial 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 audiovisual records • Co-ordinating the process of archiving and disposing of documents • and Managing the Division's resources.

5. Post: ASSISTANT DIRECTOR: LABOUR RELATIONS

Ref: ASLR/OTP/05

Salary: R491 403.00 per annum (Level 10).

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

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

6. Post: ASSISTANT DIRECTOR: EXPENDITURE

Ref: DD-EXP/OTP/5

Salary: R491 403.00 per annum (Level 10).

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma in Commerce (NQF level 7) or relevant qualification - a B-Com Degree in Accounting is an added advantage. A minimum of 3 years relevant experience in Expenditure or Financial Management field. 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.

Duties: •Manage and Administer the processing of payments • Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures • Liaise with suppliers of goods and services and manage staff performance • Establish and maintain the expenditure risk factors.

7. Post: SENIOR VIDEOGRAPHER (VIDEO- PRODUCER): 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/OTP/07

Salary: R491 403.00 per annum (Level 10)

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma in Videography or Multimedia (NQF level 7) or relevant qualification, with a minimum of 3 years' experience in video production. Knowledge of video editing programmes and software (adobe). 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-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 on audio-graphic services.

08. Post: ASSISTANT DIRECTOR: ECONOMY, INVESTMENT AND EMPLOYMENT CLUSTER

Ref: AD-EIEC/OTP/08

Salary: R491 403.00 per annum (Level 10)

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma in Economics or Development Economic/Business Management (NQF level 7) or relevant qualification, with a minimum of 3 years' experience in Economy, Investment and Employment Cluster, Policy analysis and research capabilities. 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. Familiarity with relevant Provincial policies and priorities. Graphic representation of information. Advanced computer skills. Willingness to work beyond normal hours. Ability to work within tight schedules.

Duties: Support management of the Economy, Investment and Employment Cluster Unit • Support analysis of provincial performance for and other provincial strategic fora • Liaise with cluster departments and collate reporting information • Provide administrative support in the Economy, Investment and Employment Cluster Technical Committee meetings • Participate in Macro Policy projects performance monitoring teams.

9. Post: ASSISTANT DIRECTOR: SOCIAL TRANSFORMATION CLUSTER

Ref: AD-STC/OTP/09

Salary: R491 403.00 per annum (Level 10)

Requirements: An appropriate recognized Bachelor's degree / Advanced National Diploma (NQF level 7) or relevant qualification related to Public Policy and Development Management .Essential Skills: Extensive experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Development and research capability at a management level •Strategic coordination skills •Project management skills •Financial and People management and Graphic representation of information. Advanced computer skills. Familiarity with relevant Provincial policies and priorities.

Duties: Provide support in the development of the Social Transformation Cluster Programme of Action • Support the analysis of Provincial Performance for Makgotla and other provincial strategic fora • Provide support in the Social Transformation Cluster Technical Committee meetings and record key decisions in the committee meetings • Provide administration support to the Social Transformation Cluster. Demonstrate understanding of Social Development policies.

10. Post: ASSISTANT DIRECTOR: MONITORING AND EVALUATION

Ref: AD-ME/OTP/10

Salary: R491 403.00 per annum (Level 10)

Requirements: An appropriate Bachelor Degree / Advanced National Diploma (NQF Level 7) in Monitoring and Evaluation / Research or related fields, with a minimum of three years in Monitoring and Evaluation field. Good communication skills with excellent organizational and writing skills, as well as, the ability to interact at high profile levels.

Duties: Provide support to the Monitoring and Evaluations Directorate in executing it's mandate; Support the Directorate in performance monitoring of provincial departments; • Support the Directorate on Integrated Frontline Service Delivery Monitoring and Support (FSDM); Support the Directorate in coordinating implementation of the Provincial Evaluation Plan; Support the Directorate in monitoring and supporting Departments with implementation of Departs' Evaluation Plans; To operate IT system designed for performance monitoring and data management. Support the Directorate in developing of monitoring and evaluation frameworks, policies and tools; Support the implementation and coordination of plans and projects of the Directorate; and Perform any other function assigned to the Directorate.

11. Post: SKILLS DEVELOPMENT FACILITATOR, ASSISTANT DIRECTOR: UTILISATION AND CAPACITY DEVELOPMENT

Ref: AD/UCD/OTP/10

Salary: R491 403.00 per annum (Level 10)

Requirements: Appropriate Bachelor's Degree/ Advanced National Diploma (NQF Level 7) in Human Resources or Public Management / Administration or relevant qualification, with a minimum of 3 years 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, Facilitation and Presentation skills. Ability to work independently and as part of a team. Skills Development Facilitator, Assessor and Moderator certificates will be an added advantage and Driver license.

Duties: • Coordinate and facilitate the development, Implementation and Monitoring of the workplace skills plan •Facilitate the implementation of Learnership, Recognition of Prior Learning (RPL), Community education and training (CET) and internship Programme in the Office of the Premier • Management and support of the Premier's Discretionary Bursary • Compile Quarterly and Annual reports. Liaison with Service Providers and PSETA.

12. Post: ASSISTANT DIRECTOR: RISK MANAGEMENT

Ref: ADRM/OTP/12

Salary: R393 711.00 per annum (Level 09)

Requirements: An appropriate Bachelor's Degree /Advanced National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 7). Three years' experience in Risk Management/ Auditing/ Financial Management. Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016. Ethics in the Public Service Course / Certificate.

Duties: • Drive the Implementation of ethics and risk management policies and strategy of the Office of the Premier • Conduct risk assessment and review • Regular updating of the risk registers • Monitor progress in mitigation and management of risks • Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan • Render secretarial role to the Ethics & Risks Management Committee.

13. Post: WORK STUDY OFFICER: ORGANIZATIONAL DESIGN AND JOB EVALUATION

Ref: WSO/OTP/13

Salary: R331 188.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma in Work Study/Management Services/ Organizational Design or relevant 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.

14. Post: PRINCIPAL COMMUNICATION OFFICER: COMMUNITY OUTREACH SERVICES

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

Ref: PCO/OTP/14

Salary: R331 188.00 per annum (Level 08)

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma (NQF level 7) in Communications Studies or relevant qualification. • Knowledge and experience in communications, marketing and/or information services • Good communications with excellent planning, Organisational and writing skills and knowledge of stakeholder management.

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. Write reports. Valid drivers' licence.

15. Post: SENIOR LABOUR RELATIONS OFFICER

Ref: SLRO/OTP/15

Salary: R331 188.00 per annum per annum (Level 08).

Requirements: An appropriate Bachelor's Degree / Advanced National Diploma (NQF Level 7) in Labour Law or relevant qualification, with relevant experience in Labour Relations. Knowledge of employment relations legislations 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 and attend Provincial Labour Forum meetings • Facilitate meetings of bargaining chambers • Conduct investigations on grievance and facilitate hearing of misconduct • Investigate disputes within the Office • Management of Strike Action within the Office.

16. Post: PERSONNEL OFFICER: UTILISATION AND CAPACITY DEVELOPMENT

Ref: PO-HRD/OTP/17

Salary: R181 599.00 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: •Develop and maintain electronic database of Internal bursary holders • Coordinate the implementation of the Mpumalanga Premiers Bursary Discretionary for unemployed youth • Coordinate the administrative work for the Human Resource Development Unit • Coordinate the trainings within the Office of the Premier.

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

Ref: HRO/OTP/18

Salary: R181 599.00 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 employment applications •Implement the regulations and decisions made by the Accounting Officer/ Delegate regarding the movement and utilization of staff •Maintain and implement the organizational establishment on the PERSAL System • Provide assistance and informed advice on the Human Resource Information.

18. Post: INVENTORY CLERK: TRANSPORT AND ASSETS MANAGEMENT

Ref: IC-TA/OTP/19

Salary: R181 599.00 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: Assist officials with the application with regard to access card • Assist the officials with the application for Telkom lines • Monitor telephone accounts and implement changes on telephone limits • Filing of all assets documentation and system reports • prepare requisition forms for expenditure in transport and assets management unit • Assist with the verification of assets • attend to application on electricity matters •Monitor repairs and maintenance of building.

19. Post: ADMINISTRATION CLERK: TRANSPORT AND ASSETS MANAGEMENT

Ref: AD-TA/OTP/20

Salary: R181 599.00 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: • Receive assets deliveries, barcode assets received and issue assets received to the relevant Unit • Administer disposal management • Conduct Assets verifications • Capturing and Updating assets information on the LOGIS system.

20. Post: SECRETARY: SOCIAL TRANSFORMATION CLUSTER

Ref: SEC/OTP/20

Salary: R181 599.00 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 • Advance Computer skills 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 (A) Manager: Internal HRM & D: Ms SS Monareng: Tel. (013) 766 2004

Please forward your application, quoting the relevant reference number to: The (A) Manager-Internal HRM &D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park.

Closing date: 22 April 2023

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