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Department:
Community, Safety, Security and Liaison
MPUMALANGA PROVINCIAL GOVERNMENT

Senior Manager: Office of the MEC (Role Playing Post)

Salary: **R685 200** per annum (all inclusive package)

Salary Level: 13

Station: **Head Office** (Ref No: *DCSSL/SM/MEC/2011*)

Requirements: •A Degree or Diploma in Management/Administration or equivalent qualifications •Three to five (3 - 5) years managerial experience •Strong understanding of programmes and priorities and strategies of the government •Be willing to work under tight schedules and awkward hours •Understanding of government policies (PFMA;PSA etc) •Analytical and report writing skills, Interpretation of Statute, Strategic and Operational Planning Skills, Planning and Organizing Skills, Problem Solving Skills and people management skills •A valid driver's license.

Key Performance Areas: •Attend to the needs of the MEC and staff •Effectively manage the budget of the MEC's Office •Attend, monitor, distribute and co-ordinate the flow of correspondence •Accompany the MEC to official functions as per delegation •Regularly update the MEC on all legislative and policy matters •Attend and record important meetings chaired by the MEC or as requested •Manage the office and personnel in the MEC's Office •Ensure that MEC's personnel have job descriptions and are evaluated quarterly •Prepare MEC's speeches with the assistance of the HOD.

NB: The above top three candidates will be subjected to a competency assessment.

Senior Training Officer: HRU&CD

Salary: **R185 958** per annum

Salary Level: 08

Station: **Head Office** (Ref No: *DCSSL/STO/HRU&CD/2011*)

Requirements: •A Degree or Diploma in HRD or equivalent qualification •Three to five (3 - 5) years relevant experience •SDF (Skills Development Facilitation) registration would be an added advantage •Sound knowledge of legislative frameworks applicable to HR Development, Good Presentation and Communication skills, Research & Analytical skills and Computer literacy •Valid driver's license.

Key performance areas: •Coordinate the implementation of workplace skills plan •Administration of Departmental bursaries •Coordinate the implementation of internship and learnership programme •Coordinate qualification verification •Coordinate departmental induction programme.

Enquiries: Mr. Fanie Nkuna (013) 766 4038 or Ms Thembi Thobela (013) 766 4023

It is our intention to promote representivity (race, gender, and disability)

All applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by a detailed CV, together with certified copies of qualifications and ID, Applicants are requested to complete the Z83 form in full, even if a CV is attached.

Applications, quoting the reference number, should be forwarded to: The Head: Human Resources Management and Development, Department of Community Safety, Security and Liaison, Private Bag X11269, Nelspruit, 1200 or hand-delivered at: No 7 Government Boulevard, Building 4, 2nd Floor, The Registry Office. No faxes or e-mailed applications will be considered.

Closing date: 04 November 2011 at 16:00.

Note that applications will be limited to shortlisted candidate only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application has been unsuccessful.




MPUMALANGA
A Pioneering Spirit