

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

- APPLICATIONS** : 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 Or hand delivered at Building No4, 07 Government Boulevard, Riverside Park, Extension 02, Nelspruit 1200
- CLOSING DATE** : 19 June 2009 and please take note that no applications received after the Closing date will be considered.
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must 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). It is also expected of the top three candidates in terms of the selection interview results for the Senior/Middle Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer. The Department reserves the right not to fill the positions.

MANAGEMENT ECHELON

- POST 22/113** : **CHIEF DIRECTOR: CORPORATE SERVICES REF: PR1/06/9-10**
- SALARY** : R746 181 per annum (All Inclusive Package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A minimum of a three year recognized tertiary in Public Administration or equivalent qualification, with at least five years relevant experience in a senior position. Knowledge of and experience in Public Service legislations and prescripts. Competencies required: Strong and independent leadership, organizing and managerial skills. Innovative, analytical, interpersonal and conflict handling skills. High level of planning, administrative, budgetary and financial management, human resource management, communication, presentation and performance management skills. Demonstrate understanding of the public service and applicable legislative as well as regulatory framework and functional knowledge of policy development
- DUTIES** : The duties will include but not limited to the following: Provide Human Resources management services. Render legal services. Render communication services. Manage departmental planning and programme management. Render security management services. Manage transversal services. Render regional economic development services. Co-ordinate strategic planning cycle, strategic and business plans. Reporting organisational performance quarterly and annually. Managing and providing support services to the entire Department. Managing information through ensuring that all information in the Department is secure/accessible/reliable and properly recorded. Minimising risk to the Department through ensuring that controls for all internal processes are in place. Strategic management of Human Resources, Administration and facilities, secretariat, Registry and internal Audit. Developing and reviewing policies and procedures in order to continually improve internal support in department. Developing and implementing efficient reporting systems to ensure optimal internal decision making for management. Manage the Departmental PMDS for SMS in line with strategy APP and implementation plan as well as annual report.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 22/114** : **CHIEF FINANCIAL OFFICER REF: PR1/07/9-10**
- SALARY** : R615 633 per annum (All inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A minimum of a three year recognized tertiary in Financial Management or equivalent qualification with at least five years financial management experience. Competencies required: Strong and independent leadership, organizing and managerial skills. Innovative, analytical as well as interpersonal and conflict handling skills. High level of planning, administrative, budgetary and financial management, human resource management, communication, presentation and

performance management skills. Demonstrate understanding of the public service and applicable legislative as well as regulatory framework and functional knowledge of policy development. Extensive knowledge of BAS, PERSAL, LOGIS and Vulindlela as well as Microsoft Office literacy. A valid driver EB driver's licence.

DUTIES : The duties will include but not limited to the following: plan, direct and manage financial management functions of the Department efficiently and effectively. Implement legislatives/SCOPAs resolutions in a timely manner and follow up on directions given. Actively participate in strategic planning formulation and implementation of coordinated development planning. Advise and guide management pertaining to budget and financial processes. Compile, manage and execute the departmental budget and prepare the relevant financial statements and reports. Develop, manage and execute the service delivery and budget implementation plan. Compliance with the relevant provisions of the PFMA Treasury Regulations, Income Tax and all other applicable legislation and regulations. Manage the compilation of Estimates of National Expenditure (ENE) Adjustment Estimates and Medium Term Expenditure Framework (MTEF) and its related budget and projected cash flows. Develop, implement and maintain processes, policies, procedures as well as systems to ensure effective and efficient governance, adequate internal controls and risk management. Provide financial management assistance to the Accounting Officer according to the requirements of Section 38 of PFMA. Manage all transfers to and from government, public entities and any other statutory organisation to ensure that adequate and proper accountability is maintained. Manage the procurement of goods and services in accordance with the supply chain management framework. Manage the regulatory audit by providing, in a timely manner, Annual Financial Statement (AFS) prepared in accordance with GRAP, comprehensive audit files and audit management plan.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/115 : **HEAD IN THE OFFICE OF THE MEC REF: PR1/08/9-10**

SALARY : R615 633 per annum (All inclusive package)
CENTRE : Head Office, Nelspruit
REQUIREMENTS : A minimum qualification of a Bachelor's Degree with at least five Years experience in working in an administrative capacity. Competencies required: Presentation skills •Computer literacy, understanding of the public services laws and procedures •Proven leadership, strategic management, and financial management and project management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects. A very good understanding of the Government regulatory framework and processes. Sound analytical and high-level verbal communication skills. Meticulous attention to detail and record keeping. A good understanding of Public Service transformation. Proven ability to be innovative. Willingness to work under pressure and meet tight deadlines. Basic understanding of economic policies and direction of government. Clear understanding of the PGDS.

DUTIES : Effectively manage the office and the resources (Personnel and Budget) in the MEC's office. Attend, Monitor, distribute and co-ordinate the flow of Correspondence between the MEC's Office and the Administration. Accompany the MEC in official function as per delegation. Regularly update the MEC on all legislative and policy matters. Attend and record important meetings chaired by the MEC as requested. Preparing speeches to be delivered by the MEC at various functions.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/116 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF: PR5/01/9-10**

SALARY : R344 052 per annum (All-inclusive package)
CENTRE : Head Office, Nelspruit
REQUIREMENTS : •A minimum qualification of a Bachelor's Degree and four years' appropriate work experience in and knowledge of monitoring and evaluation • Competencies required:Strong verbal and written communication as well as presentation skills •Computer literacy, understanding of the public services laws and procedures would be an added advantage •Proven leadership, strategic management, financial management and project management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects •Strategic thinker who is able to work with individuals and teams at both management and operational level.

DUTIES : •Devise and make recommendations on project impact •Monitor and Evaluate systems management •Conduct impact analyses of strategies and programmes

on poverty eradication, job creation and redistribution •Monitor and evaluate projects •Develop tools and guidelines aimed at improving best practices in the programme's operations •Compile monitoring and evaluation reports for key stakeholders and assist in the compilation of the programme's annual. Determine the impact and effectiveness of Economic Policy intervention programmes in the Province.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/117 : **MEDIA LIAISON/PARLIAMENTARY OFFICER (REF: PR1/09/9-10)**

SALARY : R344 052 per annum (All-Inclusive Package)

CENTRE : Head Office, Nelspruit

REQUIREMENTS : A minimum qualification of a Bachelor's Degree or equivalent Qualifications. Computer literacy and knowledge of legislation. Valid driver's licence. Ability to work under pressure and be prepared to travel extensively. Clear understanding of the operations of the legislature structure and committees. Competencies required: Proven leadership, Strategic Management, Financial Management and Project Management skills •Sound knowledge of government processes and regulations •A good track record of managing strategic programme and projects

DUTIES : Coordinate all parliamentary issues affecting the Department. Assist both the MEC and the Head of the Department regarding parliamentary activities needing the attention of the Department. Prepare inputs for the MEC relating to the debates in the legislature. Assist MEC in dealing with constituency work.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/118 : **ASSISTANT DIRECTOR: TRADE AND EXPORT PROMOTION X2 POSTS**

SALARY : R217 482 per annum

CENTRE : Ref: PR3/01/9-10, Nkangala (Ref: PR3/02/9-10, Gert Sibande

REQUIREMENTS : Three-year recognized tertiary or equivalent qualification in Economics/Business Management with specialisation in international trade plus three years' practical experience in Project Management, Strategy Development and Business Planning, Planning and Coordination, Facilitation and Applied Strategic Thinking. Problem solving and decision making. Business planning and Stakeholder management and networking, Computer literacy, valid driver's licence, Client focus and responsiveness.

DUTIES : Facilitate and stimulate sustainable economic development by developing Trade in the province. Training and facilitate small exporters. Assist small exporters to access national and international markets and become fully fledged exporters. Stimulate and facilitate growth and development of industrial trade and commerce. Make input towards policies and strategies for trade promotion and development. Liaise with all spheres of Government and all other stakeholders on trade related initiatives. Facilitate and co-ordinate provincial exports promotion initiatives. Advise emerging and current provincial exporters on export matters and the export awareness programme. Assist with the registration of exporters/importers. Co-ordinate both domestic and international trade exhibitions. Give advice on Export Marketing and Investment Assistance (EMIA) schemes available within the DTI and any other exporter's schemes. Participate in the national programme and drive the formulation of the provincial cultural industries cluster.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/119 : **ASSISTANT DIRECTOR: COMPLIANCE & ENFORCEMENT REF: PR 4/01/9-10**

SALARY : R174 243 per annum

CENTRE : Head Office (Nelspruit)

REQUIREMENTS : An LLB Degree or three year tertiary qualifications in Law. Valid Driver's license, knowledge and experience in business regulation and prosecution. Excellent organisational and leadership skills. People management and sound interpersonal skills. Negotiation, presentation and facilitation skills, Good verbal and written communication skills. Computer literacy.

DUTIES : Act as a Provincial Compliance and Enforcement Officer in respect of Liquor Trade. Prosecution of transgressors in terms of liquor Act, 1989. Work in partnership with relevant law enforcement agencies.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 22/120 : **LABOUR RELATIONS OFFICER REF: PR 1/10/9-10**

SALARY : R117 501 per annum

CENTRE : Head Office (Nelspruit)

- REQUIREMENTS** : Three-year recognised tertiary or equivalent qualification in Labour Relations/ Human Resources Management. Sound knowledge of Labour legislations. Good analytical, investigation, listening and communication skills. Innovative thinker. Report writing and negotiation skills.
- DUTIES** : Handle disputes, grievances and discipline. Represent the Department during Conciliation and Arbitration of cases. Represent the department at the provincial GPSSBC.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 22/121** : **REGISTRY CLERK REF PR1/11/9-10**
- SALARY** : R76 194 per annum
- CENTRE** : Head Office (Nelspruit)
- REQUIREMENTS** : Senior Certificate or equivalent qualification. Computer literacy, Good Verbal and written communication skills. Ability to handle confidential documents. Willingness to work under pressure. A valid driver's licence.
- DUTIES** : Render and maintain filing services. Receive and record mail and Correspondence. Perform all registry related functions. Receive, sort and register mail in the remittance register. Receive private and confidential postal articles. Render support service to the Office of the MEC. Prepare requisitions for the Office of the MEC and Capture relevant data on LOGIS.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:

- APPLICATIONS** : Applications should be mailed to: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200, Applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : The closing date for the receipt of all applications is 16:00 on Thursday 18 June 2009. No applications received by the Division: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid drivers license where required. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. NB! Applicants must ensure that they fully complete and sign Form Z 83, even if they are attaching a cv. incomplete and/or unsigned applications will not be considered. nb!! if you are currently in service, please indicate your PERSAL number at the top of Form Z83. *The filling of posts will be done in terms of the Department's approved Employment Equity Plan. *Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. *The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

OTHER POSTS

- POST 22/122** : **PARLIAMENTARY LIAISON OFFICER: MEC SUPPORT OFFICE REF NO D1/001**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)
- SALARY** : An all-inclusive remuneration package of R 344 052 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign disclose his/her financial interests and be subjected to a security clearance and verification of qualifications. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification plus extensive administrative experience at provincial level. Knowledge of legislature rules and

procedures. Knowledge of governance prescripts as well as general human resource practices. Excellent interpersonal-, motivational-, analytical skills and good written and verbal communications skills; speech writing skills; computer literacy; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan as well as monitor public administrative functions; innovative, analytical and creative thinking. Language proficiency. Valid drivers license. Ability to work independently. Able to work under pressure and be prepared to travel extensively. Prepared to work extra hours.

DUTIES : Monitor Legislation and liaise with Departmental officials with regard to legislation to be tabled in Parliament as well as the liaising with the Office of the Premier and Legislature. Attend sittings of the Legislature, take notes and record issues raised in the Legislature. Channel questions raised in the Legislature to the relevant components/officials in the Department and supply the MEC with responses to these questions. Handle all Parliamentary and cabinet memoranda. Ensure the availability of documentation of the Legislature for the MEC and the Department. Ensure that the MEC is prepared for question sessions in Parliament. Attend Portfolio committee meetings and record issues/concerns raised by Portfolio committee regarding the Department. Liaise with the constituency office in terms of the MEC's instructions as and when required. Co-ordinate all parliamentary issues. Assist the MEC regarding parliamentary activities needing the attention of the MEC. Develop constituency programmes and implement it. Liaise with the Legislature, Constituency and other stakeholders.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/123 : **APPOINTMENT SECRETARY: MEC SUPPORT OFFICE REF NO D1/002**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 217 482 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 or equivalent certificate with Typing as fully passed subject plus extensive secretarial experience, preferably at executive level. A post-Matric Secretarial Diploma may be an advantage. Competencies: Sound knowledge of general administration procedures, methods and principles. Proven proficiency in regard of MS Word, Power Point and Excel. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Valid driver's license. Willingness to travel and work flexible hours. Candidates may be expected to participate in a typing test as part of the selection process, and be subjected to a security clearance. Appointment may be for a contract period of 4 years.

DUTIES : Provide administrative and logistical support to the Member of the Executive Council (MEC for Education). Ensure the smooth running of the MEC's office. Keep the MEC's diary and deal with phone calls. Provide administrative and logistical support to the MEC. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, managing a secure flow of parliamentary questions and cabinet memoranda, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the MEC's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the MEC. Show initiative and close attention to detail.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/124 : **SECRETARY/ RECEPTIONIST: MEC SUPPORT OFFICE REF NO D1/003**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 94 326 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 10/12 certificate. Competencies: Excellent interpersonal and liason skills. Good organisational and verbal communication skills. Professional manner and image. Computer literacy. Relevant experience may be an advantage.

DUTIES : Render switchboard-, reception, message- and client referral services. Gain knowledge of the Department in order to deal with general queries from the public and other stakeholders.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/125 : **SENIOR REGISTRY CLERK: MEC SUPPORT OFFICE REF NO D1/004**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)

SALARY : R 94 326 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.

DUTIES : Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555

POST 22/126 : **SENIOR DRIVER / MESSENGER: MEC SUPPORT OFFICE REF NO D1/005**
(Appointment on five-year fixed contract linked to the political term of the Office of the MEC)
This is a re-advertisement of Post Ref. No: C15/454 previously advertised in the City Press of 14 December 2008. Interested applicants should re-apply.

SALARY : R 76 194 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Grade 12 certificate and a valid code 08/B/EB driver's license. Competencies: Extensive appropriate experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Capacity to work long and irregular hours.

DUTIES : The successful candidate will serve as the courier of documentation and other items between the office of the MEC and other offices/institutions. Assist the office with duplication- and office support services. Assist in rendering general logistical services to the Office of the MEC and to keep a good image of the Office of the MEC at all times. Be available to assist the Head of the office, provide over-arching support in the functioning of the office of the MEC.

ENQUIRIES : Ms G Mashiteng, Tel (013) 766 5555