

**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, Private Bag x 11215 Nelspruit, 1200 or hand delivered to Riverside Government Complex, Building no 4, 1st floors,
- CLOSING DATE** : 24 July 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). The Department reserves the right not to fill the positions.

OTHER POSTS

- POST 27/128** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (REF PR1/13/9-19)**

- SALARY** : R174 243 per annum
- REQUIREMENTS** : A three year recognized tertiary qualification in Human Resource Development or related field, a minimum of three years' relevant work experience, Knowledge of the following prescripts: Skills Development Act; Skills Development Levies Act; Employment Equity Act; National Skills Development Strategy and Performance Management Development System, managerial and communication skills, Presentation, conflict management and problem solving skills, Computer literacy. Valid driver's license(compulsory)

- DUTIES** : Assist in the developing Departmental HR strategy, assist in managing, developing, implementing and monitoring the Workplace Skills Plan, Implement Internship programmes, Administer internal and external bursary schemes for employees, Administer Departmental Learnership programmes, Facilitate departmental induction and orientation programme, Administer ABET programme.

- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

- POST 27/129** : **ASSISTANT DIRECTOR: COMMUNITY & INTRA DEPARTMENTAL LIAISON (WEBSITE DEVELOPER) (REF.PR1/14/9-19)**

- SALARY** : R174 243 per annum
- REQUIREMENTS** : Three year recognized tertiary qualification in Web Development or equivalent qualification with experience in using websites & search engines for information, searching, retrieval, developing & maintaining website content, updating websites, classifying & abstracting information, using JavaScript, using an HTML editor (preferably Dreamweaver), Knowledge of web usability and quality criteria & principles, Knowledge of current affairs and the functioning of government, Planning and organising skills, Skills in web content structuring and the layout of web pages, Knowledge of Graphic Design software and application thereof , Good interpersonal, liaison, communication and information gathering skills.

- DUTIES** : Identifying, selecting and acquiring information for websites, Daily updating and maintaining of the DEDET website, contributing to the improvement & development of the Department of Economic Development, Environment and Tourism (dedet) websites, Classifying & abstracting information and creating & maintaining metadata records, Evaluating/auditing websites, handling enquiries. The successful candidate must be able to work independently and accurately, under pressure and with short deadlines.

- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 27/130 : **ASSISTANT DIRECTOR: COMMUNITY & INTRA DEPARTMENTAL LIAISON (MARKETING) (REF.PR1/15/9-19)**

SALARY : R174 243 per annum
REQUIREMENTS : A three year recognized tertiary qualification in Marketing or equivalent qualification plus three years experience in media planning and buying and public relations, Client service experience and ability to work under pressure to tight deadlines, multi-task, Strong public relations, campaign activation skills. Project management, time management and prioritising skills, with a proactive approach, Excellent written and verbal communication skills, and attention to detail, Knowledge and understanding of government corporate ethos and values, and the advertising industry, Computer literacy – MS Office suite, Valid driver's licence

DUTIES : Coordinate and implement marketing and advertising-related activities for campaigns of Department of Economic Development, Environment and Tourism (dedet). Preparing briefs relating to marketing, advertising and media campaigns and advising on effective media buying strategies. Coordination of creative development and production for campaigns on all media types. Managing the marketing processes of Department of Economic Development, Environment and Tourism (dedet). Daily liaison with media and internal units. Assist with management of all financial aspects of campaigns and proper procurement processes throughout the media planning and buying process. Preparing status reporting on campaigns

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164

POST 27/131 : **LEGAL ADMINISTRATIVE OFFICER (REF.PR1/16/9-19)**

SALARY : R142 353 per annum
REQUIREMENTS : A three year recognized tertiary qualification in Law or LLB or B.Proc Degree with three year relevant work experience in a legal environment. Sound knowledge of the South African Legal System, Public Service Act of 1994, Public Finance Management Act of 1999 and treasury regulations. Computer literacy, good interpersonal and communication, problem solving and analytical skills, research, negotiation skills and dispute resolution skills.

DUTIES : Provide excellent and accurate legal advice to the department. Draft contracts and other legal instruments. Assist managers with legal matters. Assist the department with compliance related matters. Liaise with the state Attorneys and state Law Advisors. Render legal support services on internal and external working group and portfolio committee of the Department. Provide legal opinion regarding the formulation of internal policies. Advise the department on implementation of new legislation. Develop an effective and professional legal support services

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164