

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

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development and Planning, Riverside Government Complex Building no 4, 1st floor, Private Bag x 11215 Nelspruit, 1200
- CLOSING DATE** : 25 September 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. Failure to comply with the above-mentioned requirements will lead to your application not considered. 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 Management post 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. Women and people with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 37/101** : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (REF. PR2/09/9-10)**
- SALARY** : R615 633 per annum (LEVEL 13) (All Inclusive Package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary or equivalent qualification in Economics/Business Management plus five years relevant work experience at a supervisory level. Ability to interact at both strategic and operational level. Extensive Knowledge of the Provincial Growth Development Strategy, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and other applicable policies. In-depth knowledge and understanding of National, Provincial and Local structures in terms of their roles and relationships. Competencies: Strategic Capabilities and Leadership, Programme and Project Management, Financial Management, Problem Solving and Analysis, Service Delivery Innovation, Communication, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Change Management
- DUTIES** : Initiate formation of partnership with key stakeholders at the Local level. Support municipalities in developing credible IDPS. Participate in the alignment of Local Economic Development initiative with Government Programmes. Improve the capacity of municipalities to manage the implementation of Local Economic Development plans. Facilitate the development and operation of LED fora. Provide advisory services on LED. Liaise with municipalities' Local Economic Development units.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

OTHER POSTS

- POST 37/102** : **ASSISTANT DIRECTOR: FINANCIAL SUPPORT SERVICES (REF. PR2/10/9-10)**

SALARY : R217 482 per annum
CENTRE : Gert Sibande
REQUIREMENTS : A three year recognized tertiary or equivalent qualification in Economics/Business Economics. Knowledge and understanding of relevant Provincial and National Policies and Strategies. Strong analytical, research and project management skills. Verbal and written communication. Ability to perform in a complex and dynamic environment. Valid driver's licence.

DUTIES : Liaise with financial institutions to determine their lending criteria. Implement the Provincial Small Business Development Strategy. Facilitate training of retail financial institutions in the province. Facilitate establishment of new RFIs in the rural areas of the province. Leverage private sector funding to small business. Monitor the activities of the provincial development financial institutions.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164
POST 37/103 : **ASSISTANT DIRECTOR: NON-FINANCIAL SUPPORT SERVICES (REF. PR2/11/9-10)**

SALARY : R174 243 per annum
CENTRE : Gert Sibande
REQUIREMENTS : A three year recognized tertiary or equivalent qualification in Economics/Business Economics. Knowledge and understanding of relevant Provincial and National Policies and Strategies. Strong analytical, research and Project management skills. Verbal and written communication. Ability to perform in a complex and dynamic environment. Valid driver's licence.

DUTIES : Implement the Provincial Small Business Development Strategy. Facilitate training and capacity building to service providers in the province. Facilitate the development of chambers in the province. Liaise with local municipalities on non-financial support to SMMEs.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164
POST 37/104 : **BUSINESS ECONOMIST: CO-OPERATIVES (3 POSTS)**

SALARY : R145 920 per annum
CENTRE : Ehlanzeni (Ref. Pr2/12/9-10)
 Gert Sibande (Ref. PR2/13/9-10)
 Nkangala Region (Ref. PR2/14/9-10)

REQUIREMENTS : A three-year recognized tertiary or equivalent qualification in Economics/Business Economics plus two years relevant work experience. Good understanding of relevant provincial, national policies and strategies. Strong Analytical, Research and Project Management Skills, Verbal and Written Communication skills. Ability to perform in a complex and dynamic environment. Valid driver's license.

DUTIES : Assist the co-operatives unit to execute its task, Implement the co-operative plan. Popularize the cooperatives bill, Liaise with co-operatives movement in the province.

ENQUIRIES : Vusumuzi Hlatshwayo @ (013) 766 4164
POST 37/105 : **SECRETARY TO DIRECTOR ECONOMIC POLICY & PLANNING REF PR5/03/9-10)**

SALARY : R 76 194 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Matric and or a Secretarial Certificate or equivalent qualification with a one year minimum relevant work experience. Computer literacy with high proficiency level in Microsoft Word, PowerPoint and Excel, typing, Verbal and Written Communication Skills with excellent administrative and organizational skills. Ability to work independently and under pressure.

DUTIES : The incumbent will be an Office Manager in the Director's Office. Carry

out general office management duties such as typing of letters, memos, reports and related correspondence, photocopying, facsimile, answering and screening incoming calls, filing and record management. Make travel, accommodation, meeting and venue arrangements, receive visitors and diarize and confirm appointments for senior managers. Uphold a positive image of the office. Take minutes during meetings. Prepare presentations on PowerPoint.

ENQUIRIES

: Vusumuzi Hlatshwayo @ (013) 766 4164