

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

It is the intention of the Department to promote equity (race, gender and disability) through the filling of this post(s) with a candidate(s) whose transfer/promotion/appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Applications quoting reference number must be addressed to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism, Private Bag X11215 Nelspruit 1200 or delivered Nokuthula Simelane Building, 7 Government Boulevard Riverside Park Extension 02 Mbombela 1201
- CLOSING DATE** : 30 September 2022 @ 16h15
- NOTE** : Applications must quote the relevant reference number and consist of: A fully Completed and signed new Z83 form, which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all Non SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for MMS posts will be subjected to a generic managerial competency assessment; and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 34/285** : **DEPUTY DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2022/23/01**
Re-advertised and applicants who applied previously are encouraged to reapply
- SALARY** : R882 042 per annum (Level 12), total cost to the employer that consists of basic salary, state contribution to government employees' pension fund and flexible portion that an employee may structure according to personal needs.
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics with three (03) years relevant work experience at junior management (Assistant Director) level. Extensive practical knowledge and experience in economic research. Demonstrate extensive knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. Competencies: The candidate must display to be competent in the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and

<u>DUTIES</u>	:	empowerment, client orientation and customer focus and communication, honesty and integrity.
	:	Conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.
<u>ENQUIRIES</u>	:	Ms Lindokuhle Mabaso Tel No: (013) 766 4424
<u>POST 34/286</u>	:	<u>OFFICE MANAGER IN THE OFFICE OF THE HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDT 2022/23/06</u>
<u>SALARY</u>	:	R882 042 per annum (Level 12), total cost to the employer, consisting of basic salary, state contribution to government employee pension fund and flexible portion that an employee may structure according to personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mbombela
	:	An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Public Administration/Business Management or equivalent qualification with at least three (03) years relevant work experience at junior management level. Understanding of government policies, Department's mandate /programmes, government framework on public service transformation and service delivery improvement and stakeholder relations. Good understanding and knowledge of Government Frameworks relating to economic development, Provincial Growth Development Strategy and Growth Development Strategy. Ability to read, analyse and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations. Ability to communicate with a cross section of audience with ease. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables Competencies: The candidate must display to be competent in the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.
<u>DUTIES</u>	:	Manage the submission of internal Executive Council memoranda and the preparation of briefing notes on external Executive Council memoranda. Analyse and process all submissions made to the office of the HOD. Stakeholder partnership development and management. Advise the HOD on all content matters as they relate to the Department's Strategic and Business plan. Coordinate the Department's interactions/commitments with the Office of the MEC, Executive Council, and Portfolio Committees, Act as a link between the office of HOD and other branches in the Department to ensure coordination of functions such as management of classified documentation/information as well as strategic and general meetings. Coordinate and monitor Programmes/projects and compile progress reports. Provide strategic management support to the office of the HOD. Oversee the operationalization of the Shareholders' Compact signed between the MEC and the Parastatals. Coordinate and prepare briefs for the Head of Department in preparation for the four MINMECs the Department is accountable to as and when they are convened. Coordinate, facilitate and edit technical reports for presentation and discussion at the four MINTechs the Department attends as and when they are convened. Coordinate the activities and reports of the Department for submission and discussion in all clusters the Head of Department attends and preside over. Effectively manage staff and resources of the office of the Head of Department and provide high-level support to management team of the

Department. Manage and monitor budget and expenditure of the office of the Head of Department. Oversee the implementation and monitoring of executive decisions and provide just - in -time support to the office of the Head of Department.

ENQUIRIES : Ms Lindokuhle Mabaso Tel No: (013) 766 4414

POST 34/287 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2022/23/02**

Re-advertised and applicants who applied previously are encouraged to reapply

SALARY : R744 255 per annum (Level 11), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.

CENTRE : Head Office: Mbombela

REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Human Resource Management/Public Management or equivalent qualification with three (03) years relevant work experience at junior management level. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act (PFMA), Basic Conditions of Employment Act, Employment Equity Act, PERSAL and other applicable legislations. Knowledge of Government budgeting processes. Competencies: Preferable candidate must display the following competencies at competent levels: strategic capability, leadership, programme & project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

DUTIES : Manage recruitment, transfers, service terminations and implementation of the Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. Government Employees Medical Scheme (GEMS), Government Employees Housing Scheme (GEHS), Overtime, Long Service, Pay and Grade Progressions and Injury on Duty. Supervise team members and manage resources. Provide expert advice and frequent reports on human resource and related matters.

ENQUIRIES : Ms Lindokuhle Mabaso Tel No: (013) 766 4424

POST 34/288 : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: DEDT 2022/23/03**

Re-advertised and applicants who applied previously are encouraged to reapply

SALARY : R744 255 per annum (Level 11), total cost to employer that consists of basic salary, state contribution to Government Employees Pension Fund and flexible portion that an employee may structure according to personal needs.

CENTRE : Ehlanzeni Regional Office: Mbombela

REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Law/Economics or Business Management or equivalent qualification with three (03) years' work experience within consumer protection environment at junior management (Assistant Director) level. A valid driver's license. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. Competencies: The preferable candidate must display the following competencies at competent levels: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

DUTIES : Render consumer advisory services. Facilitate the prohibition of unfair business practices. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of

2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources.

ENQUIRIES : Ms Fikile Sibiyi Tel No: (013) 766 4490

POST 34/289 : **CLERK OF THE CONSUMER COURT REF NO: DEDT 2022/23/04**
Re-advertised and applicants who applied previously are encouraged to reapply

SALARY : R744 255 per annum (Level 11), total cost to employer that consists of basic salary, state contribution to Government Employees Pension Fund and flexible portion that an employee may structure according to his or her personal needs.

CENTRE : Ehlanzeni Regional Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Law/Business Management/Public Management or equivalent qualification with three (03) years relevant work experience at junior management (Assistant Director) level. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. A valid driver's licence. Competencies: The preferable candidate must display the following competencies at competent levels: strategic capability, leadership, programme, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

DUTIES : Manage records keeping of consumer hearings in terms of Mpumalanga Consumer Affairs Act. Manage the compilation of monthly, quarterly and annual reports. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources.

ENQUIRIES : Ms Fikile Sibiyi Tel No: (013) 766 4490

POST 34/290 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DEDT 2021/22/05**
Re-advertised and applicants who applied previously are encouraged to reapply

SALARY : R744 256 per annum (Level 11), total cost to employer that consists of basic salary, state contribution to Government Employees Pension Fund and flexible portion that an employee may structure according to his or her personal needs.

CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized three-year tertiary qualification in Internal Auditing/Auditing/Accounting/Risk Management field with three (03) years relevant work experience at junior management (Assistant Director) level. Knowledge of Risk Management Framework, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, Annual financial statements and performance evaluation will be an added advantage. Competencies: A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation.

DUTIES : Develop, monitor and manage Departmental risk management policies, profile and strategies. Conduct frequently reviews of departmental risks profile. Update and maintain Departmental risk register. Provide monthly and quarterly progress reports on implementation of risk management plan and strategies. Provide administrative support to the operations of Risk Management Committee. Monitor and evaluate the implementation of Risk Management Policies and Strategies. Facilitate and or perform any investigations of fraudulent and corrupt activities. Liaise with directorates to ensure identification and management of risks. Develop and implement fraud prevention plan and recommendation of the Auditor General and Internal Audit.

ENQUIRIES : Ms Lindokuhle Mabaso Tel No: (013) 766 4424

POST 34/291 : **ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2022/23/07**

SALARY : R477 090 per annum (Level 10)
CENTRE : Ehlanzeni Regional Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level 7 tertiary qualification in Economics/ Development Studies with five (5) years relevant work experience. Sound knowledge of legislative and policy framework, procurement process, project management, economic analysis, strategy development, financial management, analytical, problem solving and community facilitation process. Ability to work in a team, independently and under pressure. Report writing and presentation skills. A valid driver's license.

DUTIES : Support development of municipal local economic development plans. Support municipalities in developing credible IDPS. Ensures those departmental plans are aligned with the municipal Local Economic Development plans. Support in the increase of investment within the municipalities. Improve the capacity of municipalities to manage the implementation of Local Economic Development plans. Facilitate the development and operation of Local Economic Development fora. Develop and ensure alignment of Provincial Local Economic Development strategy framework and municipal plans.

ENQUIRIES : Ms Deliwe Thobela Tel No: (013) 766 4134

POST 34/292 : **BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2022/23/08**

SALARY : R321 543 per annum (Level 08)
CENTRE : Gert Sibande Regional Office
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management/Development Studies or equivalent qualification with at least two (2) years relevant experience. A valid driver's licence. Understanding of the SMME industry. Strong verbal communication skills for articulating ideas to clients. Excellent written communication skills to produce plans, reports, evaluations and funding applications. Competencies: Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills, analytical and problem solving skills.

DUTIES : Provide relevant support and business advisory services to existing SMMEs and Cooperatives. Assist SMMEs and Cooperatives with access to formal markets. Monitor and evaluate the improvement of client business.

ENQUIRIES : Ms Deliwe Thobela Tel No: (013) 766 4134

POST 34/293 : **CONSUMER EDUCATOR REF NO: DEDT 2022/23/09**

SALARY : R321 543 per annum (Level 08)
CENTRE : Nkangala Regional Office: KwaMhlanga
REQUIREMENTS : An appropriate SAQA recognized NQF level 06 tertiary qualification in Law/Business Management/ Development Studies with two (2) years relevant work experience. Knowledge of National Consumer Protection Act 68 of 2008 and Mpumalanga Consumer Affairs Act 06 of 1998. Presentation, investigative and analytical skills, computer literacy and valid driver's licence. Competencies: Knowledge of consumer protection legislation and prescripts. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills, analytical and problem solving skills, Computer skills with high proficiency in Microsoft Word and Powerpoint.

DUTIES : Implement educational and awareness programmes with the view to ensure protection of consumers and to create a conducive environment for just and fair trade. Conduct educational and awareness workshops on consumer related matters through radio slots, road shows, workshops and social media platforms. Collate, monitor and evaluate questionnaires/data to assess the impact education and awareness programmes. Conduct constant research on consumer related matters and trends.

ENQUIRIES : Ms Deliwe Thobela Tel No: (013) 766 4134

POST 34/294 : **STATE ACCOUNTANT: BUDGET REF NO: DEDT 2022/23/10**

SALARY : R261 371 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mbombela
	:	A minimum of a National Diploma (NQF Level 06) in in Financial/ Management/Cost Accounting/Internal Audit/Risk Management Business Administration with a minimum two (2) years' experience in financial management. Good numerical skills, report writing, written and verbal communication, analytical and problem solving skills, Computer skills with high proficiency in Microsoft Word and Excel. A valid driver's license will be an added advantage. Skills And Competencies Knowledge of PFMA and related regulations and prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills, analytical and problem solving skills, Computer skills with high proficiency in Microsoft Word and Excel. Knowledge of LOGIS, BAS, Vulindlela and Caseware will be an added advantage.
<u>DUTIES</u>	:	Consolidate and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of monitoring of cash flow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. Facilitate the process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the Manager for review. Analyse budget inputs from parastatals. Monitor parastatals expenditure trends and reconcile their budget transfers. Management of Debtors in line with departmental policy as reviewed from time to time. Assisting in handling Auditor General enquiries concerning budget matters. Perform administration and support services. Transversal contribution to compliance, governance and oversight as well as norms and standards prescribed by Treasury and other regulatory bodies.
<u>ENQUIRIES</u>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<u>POST 34/295</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDT 2022/23/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 371 per annum (Level 07)
	:	Head Office, Mbombela
	:	A minimum of a National Diploma (NQF Level 06) in in Financial/ Management/Cost Accounting/Internal Audit/Risk Management Business Administration with a minimum 2 years' experience in financial management. Good numerical skills, report writing, written and verbal communication, analytical and problem solving skills, Computer skills with high proficiency in Microsoft Word and Excel. A valid driver's license will be an added advantage. Competencies: Knowledge of PFMA and related regulations and prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Computer skills with high proficiency in Microsoft Word and Excel. Knowledge of PERSAL, LOGIS, BAS, Vulindlela and Caseware will be an added advantage.
<u>DUTIES</u>	:	Prepare journals to correct monthly allocation and creditors' reconciliation. Clearing of Suspense and Control Accounts. Assist with preparation and capturing of budget and payment on BAS and LOGIS. Ensure safekeeping of records for audit purposes. Ensure compliance with Treasury Regulations in terms of Public Finance Management Act, section 40 reporting. Capturing of final payments related transactions on PERSAL and on the Financial Management System. Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling Auditor General enquiries concerning final payments. Verifies supporting documents for validity, accuracy and completeness and capture the payments on the accounting system. Preparation of the Quarterly and Annual Financial Statements and supporting working papers using Caseware and MS Excel. Contributes to the preparation of the Annual Report. Perform administration and support services. Transversal contribution to compliance, governance and oversight as well as norms and standards prescribed by Treasury and other regulatory bodies.
<u>ENQUIRIES</u>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490

POST 34/296 : **ADMINISTRATIVE OFFICER IN THE OFFICE OF THE HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDT 2022/23/12**

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office: Mbombela

REQUIREMENTS : An appropriate SAQA recognized NQF Level 06 qualification in Office Administration/Public Management/Public Administration. General understanding of Government processes, Protocol, Public Administration and Financial processes. Good verbal and written communication skills, interpersonal, assertiveness, detail conscious, planning and organizing, report writing and computer skills. Customer oriented. An ability to work long and irregular hours.

DUTIES : Provide administrative and operational support to the Office. Coordinate and manage work priorities in the Office. Keep records of documents and information. Maintain a filing system for the Office. Package documents going to the legislature and other oversight bodies. Liaise with internal and external stakeholders. Serve as a LOGIS user clerk for the Office. Perform any other duties as and when required by the HOD.

ENQUIRIES : Mr Vusumuzi Hlatshwayo Tel No: (013) 766 4414

POST 34/297 : **DRIVER/MESSENGER REF NO: DEDT 2022/23/13**

SALARY : R147 459 per annum (Level 04)

CENTRE : Head Office: Mbombela

REQUIREMENTS : Grade 10 and at least three years' driving experience and a valid driver's licence. Good interpersonal relations. Ability to work under pressure and abnormal hours.

DUTIES : Provide messenger services for the auxiliary services and the Department. Collect and deliver mail and documents on behalf of the Department as and when required to do so. Ensure that the car is frequently serviced and well maintained at all times. Keep record of trips undertaken as and perform duties as and when instructed to do so.

ENQUIRIES : Ms Deliwe Thobela Tel No: (013) 766 4134

POST 34/298 : **COMMERCIAL CLEANER (X13 POSTS)**

SALARY : R104 073 per annum (Level 02)

CENTRE : Ref: DEDT 2022/23/14: Head Office: Mbombela (X3 Posts)

Ref: DEDT 2022/23/15: Gert Sibande Region (X2 Posts)

Ref: DEDT 2022/23/16: Ehlanzeni Region (X2 Posts)

Ref: DEDT 2022/23/17: Nkangala Region (X2 Posts)

Ref: DEDT 2022/23/18: Bushbuckridge Office (X2 Posts)

Ref: DEDT 2022/23/19: Emalahleni Office (X2 Posts)

REQUIREMENTS : Grade ten (10) certificate with knowledge and skills of general hygiene, cleaning products and application, basic literacy and communication skills. Prepare to work autonomously and under pressure. Ability and knowledge to use a variety of cleaning equipment and products. Relevant work experience will serve as an added advantage.

DUTIES : Perform generic cleaning duties *i.e.* sweeping, buffing, mopping, dusting, emptying trashcans, vacuuming, polishing woodwork, wiping tables, scrubbing toilets and cleaning dishes and cutlery. Assist whenever there is a need.

ENQUIRIES : Ms Jabulile Dube Tel No: (013) 766 4140