

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

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 31 March 2025 at 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management

and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advance problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 10/74 : **DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2024/25/24**

SALARY : R1 216 824 per annum (Level 13), total cost to employer that consists 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 Economics/Business Management or equivalent qualification with five (05) years relevant work experience at a middle/senior managerial level. A postgraduate qualification will be an added advantage. Proven experience in Government policies and programmes. Sound knowledge and experience in small businesses and Women Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. 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, customer focus and communication, honesty and integrity.

DUTIES : Designing, implementing and monitoring programs aimed at enhancing the economic capabilities of individuals and communities often focussing on marginalized groups by facilitating access to skills training, business development support and network opportunities to promote sustainable economic development in the green economy, mining, agriculture, tourism and manufacturing. Facilitate the implementation of all economic empowerment charters in all the sectors of our provincial economy. Support the initiative to establish partnership within mining. Support MSI Training and incubation programme. Oversee and report on the implementation of policies, programmes, mechanisms and interventions that promote women, youth, black owned businesses and persons with disabilities. Manage/ strengthen and input on policies and programme that mainstream the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa. Management of governance within Economic Empowerment Directorate. Initiate and implement programmes that support the revitalization of rural and township economy. Identification of black owned companies participating in the green economy, mining value chain, tourism sector and manufacturing sector and link them with relevant stakeholders to get the appropriate support and funding. Identify and profile black owned

companies in the province and develop a database of all empowered initiative. Management of all resources within the Directorate and handle all Auditor General queries and findings.

ENQUIRIES
APPLICATIONS

: Ms IN Phiri Tel No: (013) 766 4467
: Email to recruitmentdedt1@mpg.gov.za

OTHER POSTS

POST 10/75 : **DEPUTY DIRECTOR: TRADE DEVELOPMENT AND PROMOTION**
REF NO: DEDT 2024/25/25

SALARY : R1 003 890 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.

CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics and Business Administration with three (3) years relevant work experience at junior management level. Knowledge of the legal framework in the following areas but not limited to Public Finance Management, International Trade and Promotion. Work experience in export and training of emerging businesses. Understanding of the South African economy, economic data and the ability to draw inference from them. Understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Manage the development and the implementation of export, investment promotion policies and strategies. Manage the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Manage the co-ordination of both domestic and international trade exhibition and give advice on Export Marketing and Investment Assistance (EMIA) schemes available within the DTIC and any other exporter's schemes. Management of governance within the sub-directorate.

ENQUIRIES : Ms LP Mabaso Tel No: (013) 766 4424
APPLICATIONS : Email to recruitmentdedt3@mpg.gov.za

POST 10/76 : **DEPUTY DIRECTOR: CONSUMER EDUCATOR REF NO: DEDT**
2024/25/26

SALARY : R849 702 per annum (Level 11), 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.

CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics or Business Management with three (3) years relevant work experience at junior management level. Knowledge of the legal framework, Public Finance Management, understanding of the South African economy, Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Economic data and the ability to draw inference from them, understanding of the National and Provincial

sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Lead a team of Consumer Educators in conducting workshops, roadshows, consumer aware campaigns, radio interviews and liaise with affected bodies. Disseminate consumer related information. Collect and collate data to determine the impact of education and awareness programmes. Review and update provincial consumer related policies and legislations. Management of staff within the sub-directorate. Manage budget within the sub-directorate. Attend provincial and national consumer protection meetings.

ENQUIRIES : Mr SJ Xaba Tel No: (013) 766 4164
APPLICATIONS : Email to recruitmentdedt2@mpg.gov.za

POST 10/77 : **ASSISTANT DIRECTOR: TRADE AND DEVELOPMENT PROMOTION**
REF NO: DEDT 2024/25/27

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (06) tertiary qualification in Economics and Business Administration with three (3) to five (5) years relevant work experience in the field. Knowledge of the legal framework, Public Finance Management, International Trade and Promotion, work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.

ENQUIRIES : Ms FP Sibiyi Tel No: (013) 766 4490
APPLICATIONS : Email to recruitmentdedt4@mpg.gov.za

POST 10/78 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT**
2024/25/28

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (06) tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and experience in economic research. Demonstrate good 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. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to 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. Assist to 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.

ENQUIRIES : Ms FP Sibuya Tel No: (013) 766 4490
APPLICATIONS : recruitmentdedt4@mpg.gov.za

POST 10/79 : **ASSISTANT DIRECTOR: HR PLANNING AND PMDS REF NO: DEDT 2024/2025/29**

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in human resource management or equivalent qualification with five (05) relevant work experience. Post establishment administration, employment equity and performance management. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Administer human resource planning, employment equity; compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation or abolishment of posts. Administer performance contracting and reviews, annual performance assessments and performance management database. Provide advices, conduct educational, and awareness on human resource planning, performance management and development system and related matters.

ENQUIRIES : Ms J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email to recruitmentdedt6@mpg.gov.za

POST 10/80 : **BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/25/30**

SALARY : R376 413 per annum (Level 08)
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification (Degree or Diploma). Experience in the field of business/enterprise development and CIPC services is recommended. Skills and knowledge in presentation, problem solving, client relation, good communication, computer, and must be able to work in teams. The official must be willing to work under pressure. A driver's license is critical for the job.

DUTIES : Develop and support Enterprises in the Province. Interact with Departments, agencies that are involved in Enterprise development both national and provincial including Municipalities. Facilitate funding of MSME's and Cooperatives in order to start or grow their businesses. Facilitate non- financial support for Cooperatives and MSME's. The official is to assist in the review, development and implementation of policies and legislative prescript, business registration and strategies that seeks to develop, support, and govern MSME and Cooperatives.

ENQUIRIES : Ms LP Mabaso Tel No: (013) 766 4424
APPLICATIONS : Email to recruitmentdedt3@mpg.gov.za

POST 10/81 : **BUSINESS ADVISOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2024/25/31**

SALARY : R376 413 per annum (Level 08)
CENTRE : Ehlanzen District Office-Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/ Business Management or equivalent qualification with two (02) years relevant work experience. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Advanced Computer skills and valid driver's license.

DUTIES : Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.

ENQUIRIES : Ms N Ndala Tel No: (013) 766 4472
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

POST 10/82 : **TRADE ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2024/25/32**

SALARY : R376 413 per annum (Level 08)
CENTRE : Gert Sibande District Office-Ermelo
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

DUTIES : Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.

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

APPLICATIONS : Email to recruitmentdedt3@mpg.gov.za

POST 10/83 : **CONSUMER EDUCATOR REF NO: DEDT 2024/25/33**

SALARY : R376 413 per annum (Level 08)
CENTRE : Ehlanzeni District Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level six (06) tertiary qualification in Law Business Management or equivalent qualification with two (02) 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.

DUTIES : Implement educational and awareness programmes 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 of education and awareness programmes. Conduct constant research on consumer related matters and trends.

ENQUIRIES : Ms J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email to recruitmentdedt6@mpg.gov.za

POST 10/84 : **ASSET CONTROLLER REF NO: DEDT 2024/25/34**

SALARY : R376 413 per annum (Level 08)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Grade 12, an appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Supply Chain Management/ Purchasing / Logistics / Public Administration / Finance /Accounting / Economics / Internal Audit with a minimum of two (2) years experience in Asset Management environment. Valid Driver's License. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies, procedures and guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi –annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes.

ENQUIRIES : Ms N Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za