

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	11 April 2025
<b><u>NOTE</u></b>	:	N.B: Applicants are advised to apply as early as possible to avoid disappointments. 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. 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. 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. If you are currently in service, please indicate your PERSAL number at the top of form Z83. 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. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

<b><u>POST 11/73</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL) GRADE 1 / CEO REF NO: MPDOH/MAR/25/978</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R1 348 635 - R1 494 765 per annum
<b><u>CENTRE</u></b>	:	H A Grove Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2024). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

<b><u>DUTIES</u></b>	:	Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 11/74</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/MAR/25/980 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R656 964 - R771 309 per annum
<b><u>CENTRE</u></b>	:	KwaMhlanga Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the

analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 11/75** : **CLINICAL TECHNOLOGIST GRADE 1: CARDIOLOGY REF NO: MPDOH/MAR/25/981**

**SALARY** : R376 524 – R430 512 per annum  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2025). Basic life support (BLS). A minimum of two (2) years' Cardiac Clinical Technologist experience will be an added advantage. Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and interventional procedures. Interest in adult and paediatric echocardiography is essential and previous experience an advantage. Good communication skills both written and verbal.

**DUTIES** : The candidate must have background in performing echocardiography and will receive instruction as required for adult and paediatric echocardiography. This will be the primary focus of the post. Previous experience in adult and paediatric echocardiography is an advantage. Provide optimal patient care. Participate in all departmental activities as required for cardiac patients. Monitor and maintain equipment.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **OFFICE OF THE PREMIER**

***The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.***

**APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: [otprecruitment@mpg.gov.za](mailto:otprecruitment@mpg.gov.za) If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

**CLOSING DATE** : 11 April 2025  
**NOTE** : The minimum entry requirement for Senior Management Services (SMS) post is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment) The recommended candidate for this post shall be subjected to a competency assessment. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements. Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

## MANAGEMENT ECHELON

<b><u>POST 11/76</u></b>	:	<b><u>DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: D-OREM/OTP/01</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF level 7). Minimum of five (5) years of experience at Middle/Senior Management level in compliance, risk management, business continuity management system and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management, Business Continuity Management ISO 22301. The candidate should have integrity, self-confidence, a sense of responsibility and ability to work under pressure. Essential skills will include the following: Risk management Ethics management Business Continuity Management Interpersonal relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Manage and facilitate the development of departmental anti-corruption, risk, business continuity management systems, including organisational resilience and sustainability planning and support other departments in the Province, ethics management policies, strategies and guidelines Identify risk and develop response strategies Develop and manage business continuity management plan Develop and implement anti-corruption plan Promote high standards of professionalism and public service ethics Manage internal control and compliance services Develop and manage the implementation of compliance management policy framework Manage the Directorate's human, financial, physical resources, as well as information.
<b><u>ENQUIRIES</u></b>	:	should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

## OTHER POSTS

<b><u>POST 11/77</u></b>	:	<b><u>DEPUTY DIRECTOR: EVALUATION REF NO: DD-EVA/OTP/02</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in Monitoring and Evaluation, Social Science, Economics, Development Studies, Auditing (NQF level 7). A minimum of three (3) years' experience at a Junior Management level. Experience in Strategic Planning, Monitoring and Evaluation. Good communications with excellent organisational and writing skills, and be able to interact at high profile levels. Essential skills will include the following: Planning and Organizing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Develop the Provincial Monitoring and Evaluation Framework for the Frontline Service Delivery Monitoring. Co-ordinate provincial departments and entities for the implementation of the Integrated Frontline Service Delivery Monitoring and Support (FSDM) in the province Develop and customize performance indicators for the Frontline Service Delivery Monitoring. Compile quarterly reports on the performance against Frontline Service Delivery Monitoring. Perform Quarterly Performance analysis against Annual Performance Plans of provincial department's and entities. Compile quarterly reports on District Municipalities performance. Managing human resources.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng: Tel No: (013) 766 2004

<b><u>POST 11/78</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: DD-IKM /OTP/03</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Information and Knowledge Management. The shortlisted candidates will be subjected to a competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Knowledge Management/Research Management/Monitoring and Evaluation. Relevant experience in research management, practical knowledge of government policies on research management legislatives and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and a valid driver's license would be an added advantage. Essential skills will include the following: Research Management Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Knowledge Management (KM) function in the province Facilitate the coordination of provincial KM Forum Monitor the departmental and municipal implementation of KM Forum resolutions Provide strategic support on the Provincial KM function Ensure implementation of the KM Strategy and implementation Plan in the Province Identify and appoint KM structures in the Province Conduct Knowledge Management awareness sessions Develop the Provincial KM policy Render supervisory services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/79</u></b>	:	<b><u>DEPUTY DIRECTOR: RESEARCH SERVICES REF NO: DD-RS/OTP/04</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Research Services and SIMS. The shortlisted candidates will be subjected to a competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma in Social Science, Economics, Development Studies, Policy Development, Population and Demography (NQF 7), or equivalent qualification. A Postgraduate Degree/Diploma (NQF level 8) will be an added advantage. A minimum of three (3) years' experience at a Junior Management level, preferably in the field of Research Management. Practical knowledge of government policies on research management legislative and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team and a valid driver's license is a requirement. Essential skills will include the following: Research Management Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Coordinate the establishment of the research partnerships with institutions of higher learning/research institutions Facilitate research collaboration with institutions of higher learning/research institutions Foster partnership and promote research collaborations between institutions of higher learning/research institutions and provincial departments Develop, improve, accelerate and strengthen research capacity in the province Coordinate Mpumalanga Research Institute activities Manage the implementation of the Provincial Research Agenda Facilitate the coordination of provincial Research Forum Manage the compilation of research agenda reports Render supervisory services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/80</u></b>	:	<b><u>DEPUTY DIRECTOR: PROTOCOL SERVICES REF NO: DD-PS/OTP/05</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Integrated Security Management.

<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Advanced National Diploma in International Relations / Protocol / Public Management (NQF 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level with experience in an environment rendering protocol matters and a valid driver's license. Essential skills will include the following: Protocol services Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Developing and implementing the Provincial protocol policy Rendering protocol support to the Premier and the Executive Rendering ceremonial services and state visits matters Co-ordinating Provincial protocol services Compile and present reports on protocol matters Managing human, financial and physical resources, as well as information.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/81</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DD-IR/OTP/06</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: International Relations.
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Advanced National Diploma in International Relations, Public Management (NQF level 7) or equivalent qualification. A minimum of three (3) years of experience in a Junior Management level. Experience in international relations coordination, strategic management, monitoring, and evaluation. Must have a good understanding of the White Paper on South African Foreign Policy, National Development Plan, Mpumalanga Vision 2030 and National Priorities. Essential skills will include the following: International relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Coordinating the implementation of donor funding programmes Manage and oversee stakeholder engagement Conducting research on potential international partners Monitoring twinning agreements Monitor donor funding assistance programmes implemented by sector departments and municipalities Co-ordination of outbound/inbound missions Co-ordinate existing and new regional partnership with Southern Africa, East Africa, Central Africa, West Africa and North Africa Managing the Division's resources.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/82</u></b>	:	<b><u>DEPUTY DIRECTOR: SOCIAL PROTECTION COMMUNICATION AND HUMAN DEVELOPMENT CLUSTER REF NO: DD-SC/OTP/07</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Social Protection Communication and Human Development Cluster. The shortlisted candidates will be subjected to a competency assessment.
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF level 7) in Economics, Development Studies, Social Science, Monitoring and Evaluation, Public Policy. A minimum of three (3) years managerial experience at a Junior Management level. Experience in the field of Monitoring and Evaluation would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and Communications.
<b><u>DUTIES</u></b>	:	Manage the development of the Integrated Provincial Programme of Action for the Social and Transformation Cluster aligned to SONA, SOPA, MTDP and Mpumalanga Vision 2030 Manage the monitoring and evaluation of the provincial department's performance within the social and transformation cluster Manage the assessment of provincial performance against provincial priorities, national policies, Makgotla priorities and other Provincial Strategic Fora Provide strategic direction / support to

cluster departments on policy matters through analysis and review of departmental plans of submissions prior Provide policy advice to the social and transformation cluster on a regular basis. Ensure improvement of performance of departments through establishing monitoring, reporting and evaluations systems for cluster and transformation departments. Manage Risk Management and coordination of PRIME activities. Manage the Social Transformation Cluster Management directorate.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

**POST 11/83** : **DEPUTY DIRECTOR: MEDIA, DEPARTMENTAL LIAISON AND INFORMATION SERVICES (WEBSITE) REF NO: DD-MDL/OTP/08**

**SALARY** : R1 003 890 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Media, Departmental and Information Services. The shortlisted candidates will be subjected to a competency assessment.

**CENTRE** : Mbombela  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced National Diploma or qualification in Journalism (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of media liaison and information services, communications, journalism and or in public relations. Competency in media operations, local government communications and ability to communicate with various audiences at different levels. Excellent coordinating, organisational and writing skills and a valid driver's license. Essential skills will include the following: Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus. Problem solving and analysis Communications.

**DUTIES** : Provide strategic leadership and coordination of communication and relationship with the media Enhance the public image of the Premier and the Provincial Government, through media platforms Develop content for social media platforms to profile the work of the Premier and the Provincial Government Draft official media statements, articles, and facilitate interviews Monitor the media, industry publications and current affairs related to the Premier and the Provincial Government, and coordinate media responses for enquiries Manage the compilation of media monitoring reports Lead and direct stakeholders liaison by coordinating the Provincial Government Communicators' Forum, and the Provincial Media Monitoring Team.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

**POST 11/84** : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: DD-THRS/OTP/09**

**SALARY** : R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Transversal Human Resource Services. The shortlisted candidates will be subjected to a competency assessment.

**CENTRE** : Mbombela  
**REQUIREMENTS** : An appropriate Bachelor's Degree /Advanced National Diploma in Human Resource Management or Public Management and Administration (NQF level 7) or equivalent and relevant qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the field of human resource management, human resource development and policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Policy development and management HR prescripts analysis Comprehensive report writing Strategic capability and leadership Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.

**DUTIES** : Manage the development and review of HRM Policies and Frameworks after receipt of requests Monitor compliance to HRM prescripts, with specific reference to effective Performance Management System for officials on SL 2-12, SMS members and HOD's within the provincial departments Monitor compliance by departments with reference to Employment Equity Act implementation and HR Planning Ensure management of risk within the Unit Manage HR and promote efficient Unit resource utilization.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

<b><u>POST 11/85</u></b>	:	<b><u>DEPUTY DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: DD-HRP/OTP/10</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Internal HR Management and Development.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma in Human Resource Management, Public Management and Administration (NQF level 7) or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Experience in the fields of human resource management, labour relations, policy development. Knowledge of the Public Finance Management Act and Public Service Act, as well as any other prescripts applicable in the Public Service. Essential skills will include the following: HR management HR prescripts analysis Comprehensive report writing Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Manage the development of the recruitment, selection and retention policies/strategies and the implementation thereof Manage the implementation of the transfer processes Manage the implementation of the compensation of employees and conditions of service in terms of the Basic Conditions of Employment Act Manage the development and implementation of the organizational strategy, HR Plan and the Employment Equity Plan Manage the Sub-Unit's planning and reporting, based on the approved plans and strategies Provide informed advice on human resource matters Manage the Office's personnel records and any related information Manage and administer the human resource PERSAL system Manage the Sub-Unit's human, financial, physical resources, as well as information.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/86</u></b>	:	<b><u>DEPUTY DIRECTOR: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: DD-RMA/OTP/11</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Internal HRM and Development.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree /Advanced National Diploma in Archives and Records Management or Public Management (NQF level 7), or equivalent qualification. A minimum of three (3) years' experience at a Junior Management level. Relevant experience in archive and records management fields. Practical knowledge of government policies on archives and records management. Good interpersonal and communications skills and ability to work independently and as part of a team. Essential skills will include the following: Archives and records management Planning and organizing Financial management Change management Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.
<b><u>DUTIES</u></b>	:	Developing and implementation of records management policies and strategies Developing and monitoring of the Office's implementation of the filing plan Managing and safeguarding the Office's documents and files Managing auxiliary services Managing and safeguarding of electronic and audio-visual records Co-ordinating the process of archiving and disposing of documents and Managing the Division's resources.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/87</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT (INTERNAL CONTROL AND COMPLIANCE MANAGEMENT) REF NO: DD-OREM/OTP/12</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Organisational Risk and Ethics Management.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbombela An appropriate Bachelor's Degree/Advanced National Diploma or equivalent qualification in risk management, or a related field (NQF Level 7). Minimum of three (3) years of experience at a Junior Management level in compliance, risk management,



internal audit and related fields. Thorough knowledge of prescripts applicable in the Public Service, including Corporate Governance and Compliance Management. Full understanding of audit processes in the Public Service. Demonstrate analytical abilities, leadership skills, communication skills both verbal and writing and people management skills. Should have integrity, self-confidence, a sense of responsibility and ability to work under pressure. Essential skills will include the following: Interpersonal relations Strategic capability and leadership Financial management Change management Report writing and presentation Knowledge management People management and empowerment Programme and project management Service delivery innovations Client orientation and customer focus Problem solving and analysis Communications.

**DUTIES** : Develop and manage the implementation of compliance management policy framework Manage and update the Departmental compliance risk universe on an on-going basis Develop compliance risk management plan Provide guidance, advice, and/or training and educational programs, to improve department's understanding of related laws and regulatory requirements Promote and influence compliance management culture in the department Monitor the implementation of applicable legislation and maintenance of the compliance universe Coordinate internal and external audit engagements Coordinate oversight reports and tracking of recommendations Compile compliance reports to management or any relevant stakeholder.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

**POST 11/88** : **ASSISTANT DIRECTOR: EXPENDITURE REF NO: AD-EXP/OTP/13**

**SALARY** : R552 081 per annum (Level 10)

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree / National Diploma in Commerce (NQF level 6), a B-Com Degree in Accounting is an added advantage. A minimum of three (3) years relevant experience in Expenditure or Financial Management field. Practical knowledge of government expenditure procedures, BAS, LOGIS, PFMA and Treasury Regulations. Good interpersonal and communications skills. Ability to work independently and as part of a team. Expenditure administration and management will be an added advantage.

**DUTIES** : Manage and Administer the processing of payments Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures Liaise with suppliers of goods and services and manage staff performance Establish and maintain the expenditure risk factors.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

**POST 11/89** : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: AD-FI/OTP/14**

**SALARY** : R552 081 per annum (Level 10)

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Internal Audit, Labour Relations, Accounting, Risk Management and Law or B Com Law (NQF level 6) or equivalent and relevant qualification, with experience in an investigation environment and a valid driver's license is essential.

**DUTIES** : Conducting investigations and preparing reports on various fraud and corruption cases Managing corruption cases and reviewing forensic audit reports Keeping records of all Companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury Liaising with various stakeholders, such as SIU, SAPS, AFU and participants at the Multi-Agency Working Group, regarding investigative operations relating to all reported cases Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within reasonable time Provide technical support to the Provincial Department and Local Municipalities as and when necessary.

**ENQUIRIES** : Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

**POST 11/90** : **BAS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT REF NO: AD-BSC/OTP/15**

**SALARY** : R552 081 per annum (Level 10)

**CENTRE** : Mbombela

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Public Administration, Accounting, (NQF level 6) or equivalent qualification. Three (3) years' experience within the BAS environment. Sound knowledge of the Department processes, procedures and financial reporting requirements. Knowledge in Accounting, communication skills, people management skills and presentation skills, extensive knowledge of the system. A System Controller's Certificate will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage Security Profiles Maintain departmental parameters Investigate all issues raised and experienced within the Department and resolve them Facilitate all BAS system releases Establish and maintain communication between BAS and relevant source systems Manage and monitor the functions of BAS Users Ensure that important management reports are made available to CFO and other managers Draw reports on the system on regular basis to enable him/her to monitor the activities of the Departments, e.g. audit trails Assist auditors with relevant reports and auditors download that they need for auditing.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/91</u></b>	:	<b><u>PERSAL SYSTEM CONTROLLER: FINANCIAL MANAGEMENT REF NO: AD-PSC/OTP/16</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. The candidate must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.
<b><u>DUTIES</u></b>	:	Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks Ensure that prerequisites and procedures of PERSAL are well executed Ensure the compilation and maintenance of In-house user manuals Manage the authorizations of suspense file transactions and the verification thereof with the source document Advise PERSAL users on the operation of the system Execute control and audit measures by making use of PERSAL's exception reports.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/92</u></b>	:	<b><u>LOGIS SYSTEM CONTROLLER: FINANCIAL MANAGEMENT/ REF NO: AD-LSC/OTP/17</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree / National Diploma in Accounting, B-Com or Public Management/ Administration (NQF level 6) or equivalent qualification. Certificate in Logis System Controller. Three (3) years' experience within the experience in Financial Management. Good Knowledge and skills in BAS, LOGIS, Treasury Regulations, PFMA, credit and debt management, numeracy, financial administration, Good Knowledge of Public Service Regulations, Risk Management and PFMA and a valid driver's license.
<b><u>DUTIES</u></b>	:	Implement Logistical Information System Sites Monitor and evaluate the implementation of LOGIS and maintenance programmes Facilitate the implementation of segregation of duties and acceptance of functional agreement for all LOGIS Users Evaluate performance of institutional sites and give report to senior management Assist with supplier banking details Manage processing of orders Arrange training for Logis Users Assist Assets Management with Logis related matters monitor other personnel services related to processing of orders.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/93</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: AD-LDMS /OTP/18</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree / National Diploma in Commerce, or B-Com in Accounting or equivalent qualification (NQF level 6) or equivalent qualification. Three (3) years' experience in Supply Chain Management. Knowledge of the Public Finance

		Management Act, Public Service Regulations and Public Service Act, as well as other prescripts applicable in the Public Service and a valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement plans and strategies on logistics and disposal management in the Office Managing the capturing and approval of requisitions for the office Managing the ordering processes Managing the inventory and consumable Render supervisory services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/94</u></b>	:	<b><u>CHIEF WORKSTUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: CWO-ODJE /OTP/19</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Work Study/Management Services/Organizational Design, or equivalent qualification (NQF level 6), with three (3) years of relevant experience in Organisational Design and Job Evaluation. A Certificate in Job Evaluation. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conducting Work Study Investigations and Compiling Reports Conducting Job Evaluations Facilitating the Process of developing Job Description. Advising Departments on organograms and efficiency related matters Managing the Division's resources.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/95</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDIA DEPARTMENTAL LIAISON AND INFORMATION SERVICES REF NO: AS-MDL/OTP/20</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or National Diploma (NQF level 6) in Communications/ Journalism or equivalent qualification. Ability to work independently without supervision and a valid driver's license.
<b><u>DUTIES</u></b>	:	Implementing media engagement plans Identify relevant media platforms to profile the Premier and the Provincial Government Distribute media alerts, statements and releases to the media database Conceptualise media content such as media advisories and media statements for approval by the supervisor Facilitate Provincial Government Communicators' Forum Coordinate monthly and quarterly reports Manage communication activities around the events and campaigns on the departmental calendar Facilitate media accreditation, coordinate venues for media registration and interviews.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/96</u></b>	:	<b><u>ASSISTANT DIRECTOR (SDF): HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT REF NO: AD-SDF/OTP/21</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	Appropriate Bachelor's Degree or National Diploma (NQF Level 6) in Human Resources or Public Management/Administration or equivalent qualification, with a minimum of three (3) years relevant experience in Human Resource Development and Performance Management fields. Practical knowledge of government policies on human resource development and performance management. Good interpersonal and communications skills, Facilitation and Presentation skills. Ability to work independently and as part of a team. Skills Development Facilitator, Assessor and Moderator certificates will be an added advantage. A valid Driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the development, implementation and monitoring of the Workplace Skills Plan Facilitate the implementation of Learnership, Recognition of Prior Learning (RPL), Community education and training (CET) and Internship Programmes in the Office of the Premier Management and support of the Premier's Discretionary Bursary Fund Compile Quarterly and Annual reports. Liaison with Service Providers and PSETA.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004

<b><u>POST 11/97</u></b>	:	<b><u>PERSAL SYSTEM CONTROLLER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: AD-PSC/OTP/22</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Human Resource Management or Public Management (NQF Level 6) or equivalent qualification. Computer literacy. Must have passed the PERSAL Controllers Course and extensive knowledge of the functionality and capabilities of the PERSAL System.
<b><u>DUTIES</u></b>	:	Ensure that all users and supervisors are orientated, trained and maintain a high standard of training of personnel Register supervisors and users under her / his control and allocate PERSAL functions to them according to their allocated tasks Ensure that prerequisites and procedures of PERSAL are well executed Ensure the compilation and maintenance of In-house user manuals Manage the authorizations of suspense file transactions and the verification thereof with the source document Advise PERSAL users on the operation of the system Execute control and audit measures by making use of PERSAL's exception reports.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/98</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF WOMEN REF NO: AD-OSW/OTP/23</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Social Science, Social Work, Psychology, Humanities (NQF level 6) or relevant qualification. Three (3) years' experience supporting target groups. Practical knowledge on government policies and programmes supporting target groups, in particular women, good interpersonal and communications skills and ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Assist in Formulating policy frameworks and guidelines on women matters and provide an informed advice thereon. Assist in coordinating the integration of gender equality across departmental programmes and projects Assist in monitoring and reporting on gender representativity across the departments Co-ordinate the Provincial programme of action of women. Compile reports and provide an informed advice on gender related issues.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/99</u></b>	:	<b><u>ASSISTANT DIRECTOR: ECONOMY, INVESTMENT AND EMPLOYMENT CLUSTER REF NO: AD-EIEC/OTP/24</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Economics or Development Economics/Business Management (NQF level 6) or equivalent qualification. Three (3) years' experience. Policy analysis and research capabilities. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between National, Provincial and Local spheres of government. Familiarity with relevant provincial policies and priorities. Graphic presentation of information. Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential Skills: Experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Monitoring and Evaluation Coordination skills Analytical skills, Project management skills Financial and People management and Graphic representation of information Advanced computer skills Familiarity with relevant Provincial policies and priorities.
<b><u>DUTIES</u></b>	:	Support management of the Economy, Investment and Employment Cluster Unit Support analysis of provincial performance and other Provincial Strategic Fora Liaise with cluster departments and collate reporting information Provide administrative support in the Economy, Investment and Employment Cluster Technical Committee meetings Participate in Macro Policy projects performance monitoring teams.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL PROTECTION COMMUNICATION AND HUMAN DEVELOPMENT CLUSTER REF NO: AD-SC/OTP/25</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela

<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelor's Degree/National Diploma in Social Science, Economics, Development Studies, Public Policy, Monitoring and Evaluation (NQF level 6) or equivalent qualification. Three (3) years' experience in policy analysis and research. Competency and experience in effective communication (written and verbal). Essential Skills: Experience in Macro coordination, Policy analysis, Strategy planning and Policy planning, Monitoring and Evaluation Coordination skills Analytical skills, Project management skills Financial and People management and Graphic representation of information Advanced computer skills Familiarity with relevant Provincial policies and priorities.
<b><u>DUTIES</u></b>	:	Develop an Integrated Provincial Programme of Action for the Social and Transformation and Cluster aligned to SONA, SOPA, MTDP and Mpumalanga Vision 2030 Monitor and evaluate provincial department's performance within the Social and Transformation Cluster Assessment of provincial performance against provincial priorities, national policies, Makgotla priorities. Provide policy advice to the Social and Transformation Cluster on a regular basis Enhance performance of departments through establishing monitoring, reporting and evaluations systems for cluster and transformation departments Manage Risk Management and coordination of PRIME activities Manage the Social Transformation Cluster Management Directorate.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: EVALUATION REF NO: AD-EVA/OTP/26</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor Degree/National Diploma in Monitoring and Evaluation/ Social Science/ Economy/Development Studies/ Auditing (NQF level 6) or equivalent qualification. Three (3) years' experience in Monitoring and Evaluation or Strategic Planning will be an added advantage. Good communication skills with excellent organizational and writing skills, as well as the ability to interact at high profile levels.
<b><u>DUTIES</u></b>	:	Develop Provincial Monitoring and Evaluation Framework Develop Provincial Evaluation Plan and manage the implementation of the evaluations studies Monitor and report performance of Provincial department's, entities against the predetermined objectives Provide support to the Evaluation Directorate in executing its mandate Support the Directorate in performance monitoring of provincial departments Support the Directorate on Integrated Frontline Service Delivery Monitoring and Support (FSDM) Operate IT system designed for performance monitoring and data management Support the Directorate in developing of monitoring and evaluation frameworks, policies and tools Support the implementation and coordination of plans and projects of the Directorate Perform any other function assigned to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the (A) Deputy Director: IHRM &D: Ms. SS Monareng Tel No: (013) 766 2004
<b><u>POST 11/102</u></b>	:	<b><u>ICT SPECIALIST: PROVINCIAL GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY (PGITO) REF NO: AD-ICT/OTP/27</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/National Diploma in Information Technology, or equivalent qualification (NQF level 6), with extensive experience in Information Technology. Problem solving skills, ability to work independently or in a team and advanced computer literacy skills.
<b><u>DUTIES</u></b>	:	Providing technical support for Information Technology related devices in the Office of the Premier and other departments Promoting ICT awareness and usage thereof in the Office of the Premier and other departments Monitoring IT service level agreements that the OTP and other departments enter into with service providers Developing IT technical standards on procedural and related matters to OTP and departments.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<b><u>POST 11/103</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT (PMDS) REF NO: AD-PMDS/OTP/28</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor Degree/National Diploma in Human Resource Management/ Public Management (NQF level 6) or equivalent qualification, with a minimum of three (3) years relevant experience in human resource management. Relevant experience in human resource management and development fields. Practical knowledge of

government policies on human resource management and development. Good interpersonal and communications skills. Ability to work independently and as part of a team.

**DUTIES** : Coordinate the implementation of Performance Management and Development Policy for officials on Salary levels 2-12 and SMS Members Coordinate the implementation of performance management and development of policy for SMS members Administer benefits on PERSAL Training of officials on Salary levels 2-12 and SMS Members regarding PMDS Policy requirements Liaise with officials and other stakeholders regarding PMDS issues Capture all PMDS documents on PERSAL System Coordinate all sittings on PMDS for all officials within the Office of the Premier Attend to all queries relating to PMDS matters.

**ENQUIRIES** : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

**POST 11/104** : **ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: AD-OREM/OTP/29**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or equivalent qualification. Three years' experience in Risk Management/Auditing/Financial Management. Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organizations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016, as amended. Ethics in the Public Service Course/Certificate.

**DUTIES** : Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier Conduct risk assessment and review Regular updating of the risk registers Monitor progress in mitigation and management of risks Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan Render secretarial role to the Ethics & Risks Management Committee.

**ENQUIRIES** : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

**POST 11/105** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE REF NO: AD-IMG/OTP/30**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Public Management/ Communication/Law/ Ethics or Social Sciences (NQF Level 6) or in the relevant field. At least 3-5 years of experience in a related field (e.g. ethics, compliance, community development). Strong knowledge of ethics and integrity principles, including relevant laws and regulations. Good communication and interpersonal skills. Ability to make presentations. Strong analytical and problem-solving skills. Ability to maintain confidentiality and handle sensitive information.

**DUTIES** : Co-ordinate and Implement the Provincial/National Anti-Corruption Strategy and the Implementation Plans Co-ordinate and monitor the implementation of the Provincial ethics strategy, Policies and Programmes Provide oversight role and support to the Provincial Departments and Municipalities on integrity management and promotion of good governance, including Ethics management Organize and facilitate awareness programmes on ethics and integrity awareness meant to promote good governance Coordinate and provide Secretariat function to the Provincial Anti-Corruption Co-ordination Committee Collaborate with Departments and Municipalities to ensure that ethics and integrity are integrated into all aspects of the organization Provide regular general support to the manager and compile monthly and quarterly reports on ethics and integrity matters.

**ENQUIRIES** : Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343

**POST 11/106** : **WORK STUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF: WSO/OTP/31**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Mbombela

**REQUIREMENTS** : An appropriate Bachelor's Degree /National Diploma in Work Study/Management Services/Organizational Design or equivalent qualification (NQF level 6). Knowledge of Job Evaluation is an added advantage. A valid driver's license will be an added advantage.

<b><u>DUTIES</u></b>	:	Developing of Organograms and compiling of reports on the organization and post establishment of the departments Evaluating posts in the provincial departments Facilitating the process of compiling Job Descriptions in the departments Rendering advice to management on organogram and efficiency-related matters.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<b><u>POST 11/107</u></b>	:	<b><u>FORENSIC INVESTIGATOR: FORENSIC INVESTIGATIONS REF NO: FI/OTP/32</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Advanced National Diploma in Forensic Investigations, Law, Risk Management or Commerce (NQF level 6) or equivalent qualification. Knowledge in the investigation environment and a valid driver's license.
<b><u>DUTIES</u></b>	:	Conducting investigations and preparing reports on various fraud and corruption cases Management of fraud and corruption cases Manage cases database and tracking systems reviewing forensic audit reports Keeping records of all companies that have been successfully prosecuted for fraud and corruption and communicate such information to the Provincial Treasury Liaising with various stakeholders such as SIU, SAPS, AFU regarding investigative operations relating to all reported cases Conducting follow-ups with other Directorates on complaints forwarded to ensure the closure of those complaints so that full feedback is provided to complainants within a reasonable time Compiling monthly and quarterly reports on all the work within their jurisdiction Providing expert support to the provincial departments and local municipalities as and when necessary.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. VT Nkosi Tel No: (013) 766 2343
<b><u>POST 11/108</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS MANAGEMENT REF NO: AO-TAM/OTP/33</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's of Commerce Degree/National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or equivalent qualification. Ability to work with figures. Practical knowledge of government logistics and disposal management processes. Sound interpersonal and communication skills. Computer literacy is recommended.
<b><u>DUTIES</u></b>	:	Receive assets deliveries. Barcode assets received and issue assets received to the relevant Unit Administer disposal management Conduct Assets verifications Capturing and Updating assets information on the LOGIS system capturing and updating assets on assets register.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<b><u>POST 11/109</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: STRATEGIC MANAGEMENT AND PLANNING REF NO: AO-SMP/OTP/34</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A Bachelors Degree/National Diploma (NQF Level 6) in Administration/Public Management/Organisational Performance Planning and Monitoring. 2-3 years working experience in strategic planning, monitoring and evaluation environment. Administration, organisational, administrative and time management skills. Computer literacy in (Ms Word Excel and Power Point). Knowledge and Experience of the strategic planning, monitoring and evaluation policies, prescripts and practices. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities. Valid driver's license.
<b><u>DUTIES</u></b>	:	Assist in Coordination of the implementation of strategic planning, monitoring and evaluation policies Participate in the development of strategic planning, monitoring and evaluation templates Distribute templates as required Assist in the compilation of the Departmental plans, annual, quarterly and monthly reports Assist in coordination of strategic performance review reports and sessions Maintain accurate records and filing systems Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) Process financial and administrative related documents Attend to daily enquiries and make sure that necessary follow-ups are made.

<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<b><u>POST 11/110</u></b>	:	<b><u>MESSENGER: EXECUTIVE COUNCIL SECRETARIAT REF NO: M-EXCO/OTP/35</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	A minimum of NQF Level 4 (Grade 12 Certificate or equivalent). Driver's license (Code 8-EC). A minimum of five years driving experience.
<b><u>DUTIES</u></b>	:	Transportation of work teams Deliver and collect documents from different departments and entities Transportation of material and/or equipment Detect and repair minor mechanical problems on the vehicles Check and attend to level and/or condition of oil, fuel, tyres and water Take steps to have vehicles repaired by the relevant authorities. Inspect vehicles/equipment/material and report defects. Complete vehicle logbook and trip authorization.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<b><u>POST 11/111</u></b>	:	<b><u>ADMINISTRATION CLERK: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: AC-THRS/OTP/36</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate, Certificate in Office Administration, Experience in the field of Office Administration will be an added advantage, Sound interpersonal and communication skills and computer literacy is highly recommended.
<b><u>DUTIES</u></b>	:	Maintain accurate records and manage the Unit's filing system Play an administrative role for the Unit (Arrange bookings for meetings and take minutes; Send, receive, record and distribution of mail) Process financial and administrative related documents Attend to daily enquiries and make sure that necessary follow-ups are made Record and compile minutes during meetings Handle logistical services for the Unit.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<b><u>POST 11/112</u></b>	:	<b><u>REGISTRY CLERK: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: RC-RMAS/OTP/37</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade12). Competency in handling registry matters. Extensive experience and knowledge of Directives and procedures in registry. Knowledge of the National Archives Act, MISS, registration and messenger services. Appropriate experience in electronic records management is essential. Knowledge and understanding of records classification system and Ability to work under pressure. Competencies: Ability to read and analyse official documents. Ability to work in a team and independently. Good interpersonal relations. Good communications skills. Computer literacy. Must be pro-active and flexible.
<b><u>DUTIES</u></b>	:	Process incoming and outgoing documents Manage correspondences Ensure safekeeping and security of all documents Process documents for archiving Comply with and promote Batho Pele Principles and Service Standards Perform ad hoc duties as directed by the Senior Manager and Deliver documents to relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426
<b><u>POST 11/113</u></b>	:	<b><u>SECRETARY: STRATEGIC MANAGEMENT AND PLANNING REF NO: S-SMP/OTP/38</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.
<b><u>DUTIES</u></b>	:	Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.
<b><u>ENQUIRIES</u></b>	:	Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426



**POST 11/114** : **SECRETARY: LABOUR RELATIONS REF NO: S-LR/OTP/39**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**DUTIES** : Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.

**ENQUIRIES** : Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426

**POST 11/115** : **SECRETARY: INTERNATIONAL RELATIONS REF NO: S-IR/OTP/40**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : Grade 12 Certificate. Certificate in Office Administration and experience in the field of Office Administration will be an added advantage. Sound interpersonal and communication skills. Computer literacy is highly recommended.

**DUTIES** : Manage the Sectional Head's diary Handle the Sectional Head's correspondence Type documents for the Sectional Head Co-ordinate meetings for the Unit Record and compile minutes during meetings Handle logistical services for the Unit Manage the Unit's filing system.

**ENQUIRIES** : Should be directed to the Human Resource Practitioner: Ms. NA Mathebula Tel No: (013) 766 2426