

**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** : 23 May 2025 @ 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 if you are not currently employed in the public service. 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 she/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. 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.

OTHER POSTS

- POST 15/242** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DEDT 2025/26/04**
- SALARY** : R896 436 per annum (Level 11), all-inclusive salary package
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF Level 07 in Public Administration/Public Affairs/Public Management/ Monitoring and Evaluation or relevant qualification. A minimum (3) years of functional work experience and should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement frameworks. Understanding of project management and financial management. In-depth knowledge and understanding of: Legislation governing planning and reporting. Data Collection. Analysis and report writing. Research methodology. Strategic Planning Processes. Ability to develop and apply policies. Sound organizing, planning and excellent communication skills. Ability to work under pressure and long hours.
- DUTIES** : Facilitate and coordinate operational and strategic planning processes. Facilitate the development of a Strategic Plan and Annual Performance Plan. Coordinate the development of the departmental Annual Operational Plan. Update the quarterly performance reporting system and prepare quarterly performance reports presentations. Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports. Update and monitor the implementation of the Strategic Planning and Reporting Directorate's Annual Operational Plan, including audit and risk action plans. Liaise with entities for integrated reporting. Develop compliance matrix. Develop reporting templates as per the approved plans. Coordinate quarterly/annual reviews.
- ENQUIRIES** : Mr. SJ Xaba Tel No: (013) 766 4146

- APPLICATIONS** : Email to recruitmentdedt2@mpg.gov.za
- POST 15/243** : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/26/05**
- SALARY** : R1 059 105 per annum (Level 12), all-inclusive salary package
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 qualification in B Com- Economics/ B Com-Business Management or relevant qualification with Relevant work experience at junior management level of a minimum of 3 years (Assistant Director). An in-depth understanding of MSMEs development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: 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** : Assist to develop a provincial MSMEs strategy and play an active role in ensuring that the strategy is implemented. Participate in the identification of small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Assist to build strategic partnerships that provide for innovative and an integrated approach in advancing the competitiveness of MSMEs and Cooperatives. Facilitate and support the establishment of Cooperatives. Facilitate access to funding and market networks for MSMEs. Assist to facilitate engagements with regional and national economic development agencies. Ensure the facilitation of access and linkages to markets for MSMEs and Cooperatives. Manage the coordination of financial and non-financial support. Manage human and financial resources of the Sub-directorate. Managing the performance of staff to advance the objectives of the Department. Guiding, coaching, and developing staff and adhering to relevant policies and procedure. Manage all governance related matters of the Sub-directorate.
- ENQUIRIES** : Mr. SJ Xaba Tel No: (013) 766 4146
- APPLICATIONS** : Email application to: recruitmentdedt2@mpg.gov.za
- POST 15/244** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DEDT 2025/26/06**
- SALARY** : R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : A three/four-year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.
- DUTIES** : Facilitate and Render legal advisory services on diverse legal issues to the MEC, the HOD and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Manage litigation instituted by and against the Department, Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
- ENQUIRIES** : Ms. LP Mabaso Tel No: (013) 766 4424
- APPLICATIONS** : Email to recruitmentdedt3@mpg.gov.za
- POST 15/245** : **RECEPTIONIST REF NO: DEDT 2025/26/07**
- SALARY** : R193 359 per annum (Level 04)
- CENTRE** : Gert Sibande District: Ermelo
- REQUIREMENTS** : Grade 12 certificate, an appropriate SAQA recognized NQF level 4 qualification in Office Management. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The

applicant must have the following skills problem solving, communication, computer literacy, customer orientation.

DUTIES

: Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the telephone directory for the District Office, maintain relevant files. Receive and re-reroute incoming mail and packages. Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in. Maintain the cleanliness and order of the reception area.

APPLICATIONS

: Email to recruitmentdedt4@mpg.gov.za

ENQUIRIES

: Ms. FP Sibiya Tel No: (013) 766 4490