

**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.*

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| <b><u>APPLICATIONS</u></b> | : | 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.  |
| <b><u>CLOSING DATE</u></b> | : | 12 September 2025 at 16h00   |
| <b><u>NOTE</u></b>         | : | 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), <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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 and contact numbers of 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). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule 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. 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 also annually disclose his/her financial interest. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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. 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. |

**OTHER POSTS**

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| <b><u>POST 30/122</u></b>  | : | <b><u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDT 2025/26/14</u></b>   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), all-inclusive salary package   |
| <b><u>CENTRE</u></b>       | : | Head Office, Mbombela   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate SAQA recognized undergraduate NQF level 07 tertiary Qualification in Accounting/Auditing with ten (10) years relevant work experience in an Internal Audit environment and 3 years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Certified Internal Auditor will be an added advantage. Extensive knowledge and understanding of the principles and practice of Internal Audit including but not limited to International Professional Practices Framework of the Institute of |

Internal Auditors (IIA). Extensive knowledge in areas of governance, risk management and leadership and strategy management. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Extensive knowledge of internal auditing, risk management, Public Finance Management Act, Treasury Regulations and other applicable and relevant prescripts. Prepared to work under pressure and for long hours.

**DUTIES** :

Maintain efficient and effective controls and achieving the objectives of the Department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports. Keep abreast with latest developments on policy and legislative frameworks. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment, i.e. Study professional journals and publications. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in relevant continuous professional development activities, tools and techniques as required/prescribed. Manage the sub-directorate Internal Audit. Establish implement and maintain efficient and effective communication arrangements. Implement the operational plan of the sub-directorate and report on progress as required. Quality control of work delivered by employees.

**ENQUIRIES APPLICATIONS** :

Mr SJ Xaba Tel No: (013) 766 4164

Email application to: [recruitmentdedt2@mpg.gov.za](mailto:recruitmentdedt2@mpg.gov.za)

**POST 30/123** :

**HR PRACTITIONER: HR PLANNING AND PMDS REF NO: DEDT 2025/26/15**

Please note that this post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** :

R325 101 per annum (Level 07)

Head Office, Mbombela

An appropriate SAQA recognized NQF level 6 tertiary qualification in Human Resource Management/Public Management/Public Administration or equivalent relevant qualification with two (2) years' work experience in an HRM environment or completion of a 2 years Internship program in an HRM environment. Experience in the field of PMDS and HR Planning environment will be an added advantage. A valid driver's license is required. Understanding of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts, Basic Conditions of Employment Act, EEA 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** :

Facilitate the submission of Performance Agreements, Mid-term and Annual Assessments. Capturing of Performance Agreements, Mid-term and Annual Assessment on PERSAL. Ensure the availability of an accurate PMDS database. Facilitate the implementation of Annual Assessment outcome letters (Pay progression). Facilitate the Development of EE Plan. Assist in the development of the cost per head document. Administer secretariat services to the Organisational Functionality Assessment and other Committees facilitated by the Human Resource Planning section. Maintain an HR Policy register.

**ENQUIRIES APPLICATIONS** :

Ms J Mabuza Tel No: (013) 766 4140

Email to [recruitmentdedt6@mpg.gov.za](mailto:recruitmentdedt6@mpg.gov.za)