

**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> | : | 31 October 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 38/163</u></b>  | : | <b><u>DEPUTY DIRECTOR: TOURISM REF NO: DEDT 2025/26/08</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), all-inclusive salary package                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Head Office: Mbombela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate SAQA recognized undergraduate NQF level seven (7) tertiary qualification in Tourism Development/Tourism Management/Tourism Marketing. A minimum (3) years of functional work experience in tourism environment and should be at an entry/junior managerial level (Assistant Director Level or equivalent). Experience in the MSME's environment. Understanding of project management and financial management. Ability to develop and apply policies. Ability to work under pressure and long hours. |

Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. 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. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity. Broad knowledge of Constitution of the Republic of South Africa, Mpumalanga Tourism and Parks Agency Act of 2005, The White Paper on Development and Promotion of Tourism in South Africa, Mpumalanga Tourism Development Strategy, National Tourism Sector Strategy, Provincial Spatial Economic Development Strategy, Domestic Tourism Growth Strategy, National Strategy on Heritage and Cultural Tourism, Service Delivery (Batho Pele principles), Broad Based Empowerment Act, and other relevant Provincial and National strategies. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act; Provincial Finance Management Act (PFMA), Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Strategic plan, Occupational Health and Safety Act, HR Matters and relevant statutory provisions and knowledge of Public Service reporting procedures and work environment. Ability to communicate at all levels: Provincial and National Departments, Senior Management, Private Sector Organizations, Small Businesses and General Public. An ability to adapt to a dynamic work environment. Basic knowledge on Financial Administration and Budgeting, Government priorities and mandates, Management Principles and legislative processes. The candidates should demonstrate excellent skills in: Analytical and innovation thinking, research and policy analysis skills, Facilitation and Co-ordination skills, Community development facilitation skills, Excellent Communication and interpersonal skills, Internal/external stakeholder coordination and stakeholder relations, Ability to interpret and apply policies, Presentation skills, Negotiation skills, Report writing skills, Time management, Administrative management, Financial Management, Project.

#### **DUTIES**

: Initiate and facilitate capacity-building programmes of the tourism sector through business processes, information and training. Support and participate in all relevant provincial and national structures. Develop strategies and programmes in line with the national and provincial plans. Establish and support tourism structures, give guidance to tourism structures, stakeholders and municipalities. Facilitate and coordinate the implementation of the Provincial Tourism Master plan, and engage all relevant stakeholders in the Tourism Sector. Identify and develop Tourism Planning Frameworks to ensure tourism development within the province in line with national imperatives. Manage the human resources and financial resources within the Sub-directorate.

#### **ENQUIRIES APPLICATIONS**

: Mr SJ Xaba Tel No: (013) 766 4164  
: Email application to: [recruitmentdedt2@mpg.gov.za](mailto:recruitmentdedt2@mpg.gov.za)

#### **POST 38/164**

: **ASSISTANT DIRECTOR IN THE OFFICE OF THE HEAD: ECONOMIC  
DEVELOPMENT AND TOURISM REF NO: DEDT/2025/26/15**

#### **SALARY CENTRE REQUIREMENTS**

: R582 444 per annum (Level 10)  
: Head Office, Mbombela  
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Office Management/ Administration / Business Administration/Public Administration with three (03) years relevant work experience in the office management environment. Knowledge of structure and functioning of the Department, Departmental standards and regulations, Parliamentary protocol processes, linkages with government clusters and Secretariat responsibilities. Language proficiency and ability to communicate at all levels, write accurate minutes, report writing, financial administration, organizing and planning, computer literacy, project management, time management, problem solving skills, decision making skills. Personal Attributes: Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to

**DUTIES**

communicate at all levels, able to establish and maintain personal networks, trustworthy, assertive, ability to work independently.

: Provide secretarial and administrative support to all technical and structured committees within the Department. Manage logistical arrangements of meetings, minutes and ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner. Maintain professional standards in relation to services rendered and resource requirements. Monitor the financial management of the Office and co-ordinate the budget, where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office. Manage, sort, analyse and schedule the information flow thereof through the Office. Manage the security profile of the Office. Co-ordinate and administrate logistical arrangements: travel and accommodation during meetings, co-ordinate and manage administrative aspects relevant to the sub-directorate.

**ENQUIRIES**  
**APPLICATIONS**

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

: Email application to: [recruitmentdedt3@mpg.gov.za](mailto:recruitmentdedt3@mpg.gov.za)