

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200. For Attention: Mr. J Ngomane / Ms. C Mkhathswa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwwn3xDFCSub8>
- CLOSING DATE** : 02 April 2026
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

MANAGEMENT ECHELON

- POST 09/239** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: A2/006**
- SALARY** : R1 813 182 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge

of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Condition: Appointment will be subject to competency assessment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES

: Ms. LH Moyane Tel No: (013) 766 5520

POST 09/240

: **DIRECTOR: OFFICE OF THE HOD REF NO: A2/007**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and

the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES

: Ms. LH Moyane Tel No: (013) 766 5520

POST 09/241

: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: A2/008**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge, skills, training and competencies required: Sound technical

knowledge of GRAP (Generally Recognised Accounting Practices), the Basic Accounting System (BAS) and the PERSAL system. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Ability to provide sound technical advice on the performance of the departmental financial system to the Chief Financial Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Good planning, organising and project management skills. Excellent verbal communication- and report writing skills. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Manage the Financial Accounting Unit. Manage the Department's general expenditure services which includes the capturing, authorisation, record keeping and control of general payments and credit notes, as well as dealing with departmental suspense accounts and general expenditure debt. Manage the Department's salary services, which includes all salary administration matters, PERSAL interface control as well as dealing with departmental salary accounts and salary debt. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action.

ENQUIRIES

: Ms. TF Ntuli Tel No: (013) 766 5438

POST 09/242

: **DIRECTOR: FURTHER EDUCATION & TRAINING REF NO: A2/009**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE

: Head Office, Mbombela

REQUIREMENTS

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an

individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for further education and training. Promote the planning, research and establishment of a co-ordinated system for FET and the facilitation of the design of programmes relevant to the development needs of the province. Promote the development and implementation of FET curriculum in line with the 12 fields of learning. Render a FET institutional management support services, including the following: The administration of the establishment/ amalgamation/ conversion/ closure of institutions/campuses. The facilitation of norms and the distribution of posts for the annual post establishments of FET institutions and campuses. The evaluation of institutional budget needs, and monitoring of financial audits and accountability. The analysis of the financial expenditure of institutions and their quarterly reports regarding progress on operational plans. The alignment of institutions' financial policies with provincial and national policies. Manage and co-ordinate the following functions in regard of independent Institutions, including: The verification of enrolments and compliance to minimum standards on a regular basis. Ensuring that the governance of Independent Institutions comply with national and provincial policies. The evaluation of new applications and making recommendations regarding registration. The maintenance of a comprehensive register of all independent schools in the Province. The administration of subsidies for independent schools. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr. ER Nkosi Tel No: (013) 766 0918

POST 09/243

: **DIRECTOR: HR PROVISIONING REF NO: A2/010**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting

processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

ENQUIRIES

: Mr. JS Ndala Tel No: (013) 766 5383

POST 09/244

: **DIRECTOR: QUALITY ASSURANCE REF NO: A2/011**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge of and experience in high level planning financial and personnel management. He or she will provide strategic leadership in the Directorate. Experience and knowledge of quality assurance systems, curriculum and general education policy and legislation is a requirement. An in-depth

understanding of international trends in systemic assessments and evaluations would be an added advantage. The successful candidate should display ability to work as part of a team, good communication and writing skills. Competencies: Sound knowledge of and experience in education and/or public sector management, as well as interactions between the various role players in the education sector. Sufficient knowledge and understanding of current national and provincial education and public service policies. Distinct competence and a proven track record in the areas of participative style of management and leadership, organizational development, policy formulation, as well as performance management and evaluation. Proven negotiation skills and experience in conflict resolution. Computer literacy. Ability to communicate effectively with a broad spectrum of role players both in writing and verbally. A strong interest in the development of the education system. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Department of Education seeks to employ a dynamic leader as Director for the Quality Assurance Directorate. The successful candidate will take responsibility for the evaluation of the system. He/ she will drive the implementation of systemic assessments, whole school evaluation and support schools to improve on the quality of the delivery of education. He or she will also be a member of the management structure of the Department, and will be expected to contribute at that level. Develop and maintain a quality Assurance system and manage all systems concerning examinations. Conduct systematic evaluation on all levels of the education system. Promote the improved performance of learners at all learners' sites. Manage systems concerning public examination, which includes the co-ordination of matters pertaining to Grade 9 and 12 and ABET level 4 exams, as well as all matters regarding the computerized examination system. Render support services for all types of examinations and the administration thereof.

DUTIES

:

ENQUIRIES

:

POST 09/245

:

SALARY

:

CENTRE REQUIREMENTS

:

:

DIRECTOR: STRAT PLANNING & CO-ORDINATION REF NO: A2/012

R1 266 714 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Head Office, Mbombela

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong

leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

DUTIES

: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr. D Mtembu Tel No: (013) 766 5124

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.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za

CLOSING DATE

: 27 March 2026

NOTE

: NB: 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. www.mpuhealth.gov.za 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 06 dated 20 February 2026, the posts of Medical Officers Grade 1 (Matikwane Hospital, Ehlanzeni District), King Nyabela Hospital (Nkangala District), Bethal Hospital, Bethal Mortuary, Elsie Ballot Hospital, Embhuleni Hospital, Ermelo Hospital, Evander Hospital and Standerton Hospital (Gert Sibande District) with Ref No: MPDoH/Feb/26/1179 has been withdrawn.

OTHER POSTS

<u>POST 09/246</u>	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAR/26/1224</u>
<u>SALARY</u>	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	<p>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.</p>
<u>DUTIES</u>	<p>To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.</p>
<u>ENQUIRIES</u>	<p>Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi</p>

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 09/247 : **DEPUTY DIRECTOR: HUMAN RESOURCE INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: MPDOH/MAR/26/1225**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Human Resource Management / Public Administration / Management as recognized by SAQA. At least a minimum three (3) years' functional experience in an PERSAL environment, three (3) experience as a PERSAL System Control or three (3) experience as an Assistant Director in the Human Resource environment. Valid driver's licence. Desirable: PERSAL Certificates. PERSAL training in the following courses: Introduction to PERSAL, Salary Administration, Personnel Management, PERSAL Establishment, Leave Administration. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting. etc. SKILLS: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Financial Management and Formal presentation. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility and Persuasive.

DUTIES : Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes. Maintain an appropriate information system for the department. Provide analytical reports. Evaluate new system designs for use in the department. Develop and maintain a knowledge management strategy for the department.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/248 : **ASSISTANT MANAGER NURSING (PN-B4): MENTAL HEALTH REF NO: MPDOH/MAR/26/1226**

SALARY : R755 355 – R863 667 per annum
CENTRE : Nkangala District Office, Emalahleni (Witbank)
REQUIREMENTS : Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Psychiatric Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate / recognisable experience in the coordination of mental health services at sub district level. Demonstrate knowledge and understanding nursing legislation, mental health legislations and related legal and ethical practices, PFMA and public service act and regulations. Knowledge of national mental health policy framework and strategic plans, Mpumalanga mental health strategy and action plan, the guidelines for licensing mental health NGOs, and ideal clinic/hospital realization & maintenance framework. Must be computer literacy and have a valid driver's license. Good communication, interpersonal, financial, and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work. Strategic planning, project management and policy analysis. Valid driver's licence.

- DUTIES** : Train and support PHC clinicians in ensuring sustained integration of community psychiatric services, promote access and provision of quality mental health services as directed by the policies, norms and standards, guidelines, and protocol. Participate and support the auditing of health facilities, substance abuse treatment centers and mental health NGOs. Develop a mental health operational plan for the district. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Participate in the district strategic meetings and reviews. Assess the quality of community mental health and psychiatric services within the sub-district and develop a quality improvement plan. Establish referral pathways at all levels of care and liaise with district, regional and tertiary hospitals in cluster. Establish and maintain constructive working relationships with key stakeholders. Maintain professional growth and ethical standards and development of self and coworkers. Develop and submit reports and statistics as required. Participate in mental health promotions and prevention activities. Ensure effective utilization of human, material, and financial resource, perform any other duties delegated by supervisor.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/249** : **OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE REF NO: MPDOH/MAR/26/1227**
- SALARY CENTRE REQUIREMENTS** : R693 096 – R789 861 per annum
: Witbank Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
- DUTIES** : Provide effective management and professional leadership in the specialized units of Operating Theatre. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-

ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/250 : **OPERATIONAL MANAGER NURSING (PN-B3): ICU REF NO: MPDOH/MAR/26/1228**

SALARY CENTRE REQUIREMENTS : R693 096 – R789 861 per annum
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Intensive Care Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Intensive Care Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Intensive Care. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/251 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/MAR/26/1229**

SALARY : R476 367 – R559 548 per annum

<u>CENTRE REQUIREMENTS</u>	:	Barberton Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Advanced Midwifery Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Labour Ward Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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.
<u>POST 09/252</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY REF NO: MPDOH/MAR/26/1231 (X2 POSTS)</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE REQUIREMENTS</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Oncology Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Oncology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/253 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: MPDOH/MAR/26/1232**

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Security Management or Degree in Security-related fields, such as policing, Security, Risk Management, Investigation, Law as recognized by SAQA. Grade A or B PSIRA registration or a NIA Security Advisory Course certificate will be an added advantage. At least a minimum of three (3) years' experience in Security related field at a supervisory / management (Level 7/8). Knowledge of security policies and statutes, such as MISS, MPSS, Control of Access to Public Premises and vehicle Act of 1985, PSIRA 2001 and Criminal Procedure Act of 1997. Knowledge of investigation procedures. Computer literacy. Good interpersonal relations and ability to work with a very little supervision. Knowledge and skills with regard to compliance with PFMA, National Treasury Regulations and other departmental Public Service regulations and policies. Ability to compile monthly reports and other reports. Valid driver's licence. Appointment subject to security clearance.

DUTIES : Develop and monitor implementation of information Security policy, systems, and processes pertaining to security management. Manage and monitor information and Technology Security policies based on MISS. Administer and monitor the investigation of security measures including access control. Provide and administer the staff vetting process. Initiate and facilitate security awareness within the organisation. Facilitate the Personnel Suitability Checks (PSC) before appointment of new staff.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/254 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: MPDOH/MAR/26/1233**

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Management / Financial Management as recognized by SAQA. At least a minimum of three (3) years' experience in Development of HR Plans aligned to budgets, Compensation of Employees (CoE) modelling, Post establishment management (APL control), Public Service regulatory compliance, Budget Process, HR Planning and CoE Costing. Valid driver's licence. Desirable: HR planning course, PERSAL Certificates, Excel and a relevant Postgraduate qualification in Health Economics will be an added advantage. PERSAL training in the following courses: Introduction to PERSAL, Salary Administration, Personnel Management, PERSAL Establishment, Leave Administration. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting, etc. Skills: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Human Resource Management, Human Resource Planning, Staffing Needs Analysis, Financial Management, Formal presentation, Training, Research, Risk Management / Control, Data validation, Data interpretation and Data modelling. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility, Persuasive and Hardworking.

DUTIES

: Prepare the Human Resource Plan (HRP) and Human Resource Plan Implementation Report (HRPIR): Arrange meeting with Facilities and prepare minutes and resolution register, Follow up and report monthly on resolution register items, Arrange quarterly Departmental HRP meetings and perform tasks of Secretariat, Consolidate district inputs into HR Plan, Compile workforce demand and supply analysis Align HR Plan with CoE ceilings and funded posts, Compile quarterly HR Planning Implementation Reports, Update workforce dashboards and Analyze workload to identify critical post needs. Prepare the Approved Post List (APL) Management: Compile Monthly Progress Report on Earmarked and Approved Posts list progress, Arrange quarterly Approve Post List meetings and serve as Secretariat. Conduct quarterly reconciliation: APL vs PERSA, APL vs BAS, APL versus Workload Indicators, Ensure variance $\leq 1\%$, Verify funding before advertisement approval, Maintain funded establishment register, Report on developed vacancy dashboard (funded posts only), Compile monthly progress report on filling of funded critical posts. Prepare the Compensation of Employees & Cost-per-Head Modelling: Compile cost-per-head calculations, Prepare itemized cost-per-head per salary level and programme, Monitor monthly CoE expenditure vs projections, reconcile PERSAL vs BAS monthly, Prepare quarterly cost-per-head submissions in line with budget calendar and Update personnel numbers on MTEF Budget Data base. Perform the administrative functions attached to ICSP (Internship and Community Service Placement System) Coordination: Serve as Secretariat of monthly Medical Internship and Community Service Forum, Keep register of Hospital Management including HRM, Keep a register of workload, accommodation, equipment per facility, Conduct facility visits, Consolidate inputs for Annual Gazette, Verify funded ICSP posts prior to gazette, Prepare Submissions to obtain HOD Approval, Capture approved posts on ICSP, Reconcile ICSP vs APL within 7 days, Monitor assumption of duty (target 95%), Process replacements within 30 days and Maintain ICSP tracking register.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 09/255

: **TRAINING OFFICER REF NO: MPDOH/MAR/26/1235 (X2 POSTS)**
Three (3) Year Contract
Re-advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum, (plus service benefits)
: Regional Training Centre, Evander (Gert Sibande District)
: Senior Certificate / Grade 12 plus a three (3) years' experience in a training environment of learning platform or Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage / Experience as Project Manager will serve as an added advantage. Valid driver's licence. Knowledge of skills development and training legislations, ability to identify and resolve problems that arise during training. Have strong interpersonal skills to build rapport with learners and create a positive learning environment. Strong presentation skills to deliver managing and informative training sessions. Excellent verbal and written communication skills, Strong organizational skills, Identify and analyse training needs. Computer Literacy and Presentation skills, Ability/willingness for frequent travel. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power Point and Ms Word).

DUTIES

: Training and Coordinating of all programs of RTC, Facilitate Revision and Implementation of training programs according to latest Guidelines. Ensure development, delivery and evaluation of learning programmers which Culminate in specified registered qualification. Manage RTC Resources. Facilitate implementation of Quality Management Systems at the RTC, Facilitate and deliver training sessions, workshops and other learning activities. Ensure facility-based training and coverage per training program per facility, Maintain accurate records of training activities, participant's information and program outcomes. Liaise with Provincial RTC Manager on training and implementation of program. Supervising and rendering of general

administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit and team members; sending and receiving of e-mails, etc. and following up on outstanding issues/submissions/reports and compiling progress/monthly and related reports d submit to Provincial RTC respectively. Perform any other duties as assigned.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 an equal opportunity employer. It is the Office's intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions - and the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

APPLICATIONS : should only be submitted online through the link: erecruitment.mpg.gov.za.
CLOSING DATE : 31 March 2026
NOTE : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the posts of Deputy Director-General: Cooperative Governance and Traditional Affairs Support; and Deputy Director-General: Integrated Human Settlements in the Department of Co-operative Governance, Human Settlements and Traditional Affairs. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior appointment– and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointment of the successful candidates is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of performance agreements. The successful candidates will be required to disclose their financial interests. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

POST 09/256 : **DEPUTY DIRECTOR-GENERAL: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS SUPPORT REF NO: DDG1/COGHSTA/2026**

SALARY : R1 813 182 per annum (Level 15), (all-inclusive package)
CENTRE : Mbombela
REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a senior managerial level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Provide strategic leadership and overall management of the Cooperative Governance and Traditional Affairs Support Branch to ensure alignment with departmental objectives and legislative mandates. Support the Accounting

Officer in the effective administration, governance, and management of the Department to enhance service delivery excellence and operational efficiency. Promote, strengthen, and monitor the development, stability, and long-term sustainability of local government within the province. Facilitate and support integrated development planning processes to ensure coordinated, responsive, and sustainable municipal planning and implementation. Coordinate and oversee disaster management support initiatives and disaster-related relief programmes to ensure timely, compliant, and effective responses. Provide strategic and administrative support to Traditional Institutions Management to enhance governance, accountability, and institutional effectiveness. Coordinate and guide the development, review, and implementation of policies relating to the House of Traditional and Khoisan Leaders within the province. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice.

ENQUIRIES : should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

NOTE : These are permanent posts and the successful candidates will be required to enter into performance agreements with the Head of Department (Accounting Officer): Co-operative Governance, Human Settlements and Traditional Affairs. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

POST 09/257 : **DEPUTY DIRECTOR-GENERAL: INTEGRATED HUMAN SETTLEMENTS
REF NO: DDG2/COGHSTA/2026**

SALARY : R1 813 182 per annum (Level 15), (all-inclusive package)
CENTRE : Mbombela

REQUIREMENTS : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a senior managerial level. A qualification in the built environment will given preference. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Strategic leadership and overall management of the Integrated Human Settlements Branch to ensure alignment with departmental objectives and legislative mandates. Support the Accounting Officer in the effective administration, governance, and management of the Department to enhance service delivery excellence and operational efficiency. Oversee and coordinate human settlements planning, policy development, and research services to inform evidence-based decision-making and sustainable development. Coordinate the provision of engineering services and quality assurance mechanisms to ensure compliance, technical excellence, and value for money in all human settlements projects. Lead and coordinate the planning, implementation, and monitoring of human settlements programmes and projects to ensure timely delivery and achievement of strategic targets. Oversee the management of social housing programmes, as well as property and asset portfolios, to ensure optimal utilization, compliance, and long-term sustainability. Coordinate the development, review, and implementation of human settlements policies within the province to strengthen governance, regulatory compliance, and sector performance. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice.

ENQUIRIES

: should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

NOTE

: These are permanent posts and the successful candidates will be required to enter into performance agreements with the Head of Department (Accounting Officer): Co-operative Governance, Human Settlements and Traditional Affairs. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.