ANNEXURE O

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS
The Mpumalanga Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

APPLICATIONS : Applications must only be submitted online through the Provincial e-Recruitment Portal at: https://erecruitment.mpg.gov.za. Applicants are required to register and create a profile on the system before submitting their applications.

CLOSING DATE : 27 November 2026

NOTE : Applications must only be submitted online through the link: https://erecruitment.mpg.gov.za on the new signed Z83 form and must be accompanied by a comprehensive Curriculum Vitae. Only Shortlisted candidates will be required to submit certified copies of all qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records check; Citizenship check; Credit worthiness check; Previous employment (reference checks); Qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate suitability based on the post technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection Panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, a maximum of three SMS and MMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Short-listed candidates will be expected to avail themselves at the Department's convenience. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 41/205 : **CHIEF DIRECTOR: TECHNICAL SERVICES REF NO: 2026/COGHSTA/16**
Chief Directorate: Technical Services

SALARY : R1 554 696 per annum (Level 14), (all-inclusive SMS remuneration package)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised NQF Level 7 Advance Diploma or Bachelor's Degree in Civil Engineering / Construction Management / Quantity Surveying / Architecture / Town and Regional Planning or Project Management in the building environment. A Minimum of 5 years' experience at a senior management level. Registration with a recognized professional engineering body like ECSA/SACAP or SACPLAN, SACPCMP, SACQSP. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Honesty and Integrity. Knowledge of the. Constitution of the Republic of South Africa; Public Service Act and Public Service Regulations; Public Finance Management Act; Treasury Regulations and supply-chain-management prescripts; Housing Act and applicable human-settlements legislation; Division of Revenue Act and applicable grant frameworks; National Housing Code; Infrastructure Delivery

Management System; Framework for Infrastructure Delivery and Procurement Management; Construction and engineering legislation, standards and codes; Contract forms applicable to infrastructure projects, including GCC, JBCC, NEC and FIDIC, where relevant; Municipal Finance Management Act and municipal infrastructure environment; National Building Regulations and Building Standards Act; Occupational health and safety legislation; Environmental-management legislation; Programme and project management; Risk, quality and contract management; Infrastructure budgeting, expenditure management and reporting; Monitoring, evaluation and performance-information requirements; and Intergovernmental relations and stakeholder management

DUTIES : Provide strategic leadership for technical services, Manage infrastructure planning and programme development, Direct the implementation of engineering and infrastructure programmes, Manage engineering governance and quality assurance, Manage professional service providers, contractors and implementing agents, Manage infrastructure budgets and expenditure, Manage stakeholder and intergovernmental relations, Ensure governance, risk management and audit compliance, Manage the provision of administrative support services, To manage and coordinate the Municipal Infrastructure Grant and waste-management support, To manage and coordinate provincial coordination of Water Services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/206 : **DIRECTOR: OFFICE OF THE HOD REF NO. 2026/COGHSTA/17**
Office of the HOD

SALARY : R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or bachelor's degree at NQF Level 07 in Public/ Administration/ Business Management /or relevant qualifications. A minimum of 5 years' relevant experience in middle management in Office Management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and Organising Skills. Report writing and presentation skills. Sound analytical and problem-solving skills. Financial Management skills. Change management skills. Excellent interpersonal skills and customer relations. Decision making. Able to interpret and apply policies. Ability to work under pressure and meet deadlines. Planning and organising. Knowledge of relevant legislations applicable to Public Service Act/PFMA and Human Resource Management. Proficient Computer Literacy (Ms Word, Excel, PowerPoint, Outlook). Good communication and People Management and empowerment. Good project management skills. Ability to follow a proactive and creative problem-solving approach.

DUTIES : Provide Strategic Leadership and Governance for the Office of the Head of Department. Provide strategic leadership and oversight over the administration and operations of the Office of the Head of Department. Develop, implement and monitor governance systems, policies, frameworks and standard operating procedures to enhance the effectiveness of the Office. Ensure effective coordination, quality assurance and monitoring of executive correspondence, submissions, reports and strategic documentation submitted to and from the Office of the Head of Department. Provide Strategic Executive Support and Institutional Coordination. Provide strategic advice and support to the Head of Department on governance, organisational performance, stakeholder management and executive administration. Coordinate departmental strategic planning, annual performance planning, operational planning and institutional reporting processes within the Office of the Head of Department. Lead Strategic Secretariat and Executive Coordination Services. Provide strategic oversight and management of secretariat services for Top Management, Governance and other strategic departmental committees. Manage Resources and Performance of the Office of the Head of Department. Provide strategic leadership in the management of human, financial and physical resources within the Office of the Head of Department. Manage the budget, expenditure and financial performance of the Office in accordance with the Public Finance Management Act, Treasury Regulations and departmental policies.

ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/207	:	**DIRECTOR: INTERNAL AUDIT REF NO. 2026/COGHSTA/18** Directorate: Internal Audit
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or bachelor's degree at NQF Level 07 in Accounting/ Auditing with a minimum of 5 years' relevant experience at middle management in Internal Auditing or Auditing environment. Registration with the Institute for Internal Auditors (IIA) or South African Institute of Charted Accountants (SAICA)., Pre Entry SMS or Nyukela Certificate is required prior to appointment, Chartered Accountant or Certified Internal Auditor will be an added advantage. A valid driver's license. Skills and Competencies: Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Decision making. Policy and guidelines development. Ability to work under pressure. Planning and organising. Knowledge of relevant legislations applicable to Auditing. Knowledge of Audit processes and techniques. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Ability to follow a proactive and creative problem-solving approach. Ability to work under pressure and meet deadlines. International standards for professional practice of internal audit, risk management standards and procedures and knowledge of corporate governance and prescripts.
DUTIES	:	Conduct compliance, regulatory and governance audit service. Evaluate and improve the effectiveness of risk management, control and governance processes. Evaluate management measures to promote economy, efficiency and effectiveness. Report significant risk exposures and control issues, including fraud risks, governance issues and other matters. Evaluate specific operations and the request of the Audit Committee or management as appropriate. Conduct compliance, regulatory and governance audit service. Conduct performance and information systems audits. Conduct forensic audit services.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/208	:	**DIRECTOR: FIRE SERVICES REF NO. 2026/COGHSTA/74** Chief Directorate: Provincial Disaster Management Coordination
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or Bachelor's Degree at NQF Level 07 in Fire Technology/ Emergency Management/ Disaster Management or relevant field of study with a minimum of 5 years' experience at middle / senior managerial level in fire services, or fire safety/ risk related field. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.
DUTIES	:	Manage the implementation of the Fire Brigade Act and framework in the Province. Manage the drafting and submission of risk assessment reports and profiles. Monitor and evaluate compliance to the national fire minimum standards. Manage the function of appointed category of authorised persons (CAPS). Render support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Participate in fire risk

reduction, events, monitoring and evaluation committees. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Manage the coordination of all Provincial Fire and Rescue Services Technical Task Teams. Perform capacity building, research and training on Fire Services. Coordinate and support urban search and rescue services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

OTHER POSTS

POST 41/209 : **DEPUTY DIRECTOR: FIRE SERVICES REF NO: 2026/COGHSTA/19**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or Bachelor's degree at NQF Level 07 in Fire Technology / Emergency Management/ Disaster Management or relevant field of study with a minimum of 3 years' experience at Junior Management level in fire services, or fire safety/ risk related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.

DUTIES : Manage the implementation of the Fire Brigade Act and framework in the province. Manage the drafting and submission of risk assessment reports and profiles. Monitor and evaluate compliance to the national fire minimum standards. Manage the function of appointed category of authorised persons (CAPS). Render support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Participate in fire risk reduction, events, monitoring and evaluation committees. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Manage the coordination of all Provincial Fire and Rescue Services Technical Task Teams. Perform capacity building, research and training on Fire Services. Coordinate and support urban search and rescue services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/210 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE, MONITORING, REPORTING AND EVALUATION REF NO: 2026/COGHSTA/20**
Chief Directorate: Municipal Support

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Bachelor's Degree at NQF level 7 in Public Administration / Social Sciences / Project Management or an equivalent qualification. Minimum of 3 years' experience in Monitoring and Evaluation and Project Management in a local government environment at Junior Management level. Knowledge of the Local Government Legislation in relation to the position and National Treasury Framework for managing programme and performance information. Experience in planning, design and implementation of monitoring and evaluation systems, information analysis and the ability to present performance information reports to relevant stakeholders. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Policy Development and implementation. Computer literacy. Ability to handle pressure and able to meet deadline. A valid Driver's License. Skills and Competencies: Good interpersonal relations, Presentation and

facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of the PGDS, monitoring and evaluation methods and systems, People and Stakeholder management.

DUTIES : Support municipalities to institutionalize performance management systems. Assess the alignment of Municipal SDBIPs with IDPs. Evaluate and assess the IDP and SDBIP implementation programmes in Municipalities. Compile reports and submit to relevant stakeholders within the required timelines. Coordinate and implement monitoring and evaluation systems in municipalities.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/211 : **DEPUTY DIRECTOR: MUNICIPAL BY-LAWS DELEGATION AND ANTI-CORRUPTION REF NO: 2026/COGHSTA/21**
Chief Directorate: Municipal Support

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or a Bachelor's Degree at NQF level 7 in Public Management/ Administration or any relevant qualification. A minimum of 3 years' experience at Junior Management level within Local Government administration services. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Coordinate and support municipalities to develop review and adopt municipal by-laws in the province, coordinate relevant stakeholders to ensure that they participate in the enforcement of adopted and gazetted municipal by-laws to ensure compliance. Render support to the facilitation of sessions with municipalities to develop effective systems of delegations. Support and promote ant-corruption practices in municipalities. Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/212 : **DEPUTY DIRECTOR: PICC SUPPORT REF NO: 2026/COGHSTA/22**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Public Management / Administration/ Social Science or any relevant qualification. A minimum three years' relevant experience at Junior Management level in coordinating Committee matters. A valid driver's license. Skills and Competencies: Strategic planning, coordination, report writing, leadership, policy implementation, stakeholder engagement, problem solving. Customary Initiation Act, Traditional Leadership legislation, public administration, project management, stakeholder management, monitoring and evaluation. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES	:	Coordination and secretariat support to the PICC. Coordinate meetings and activities of the Provincial Initiation Coordinating Committee. Facilitate communication between government departments, traditional leaders, municipalities, and other stakeholders involved in initiation practices. Develop annual operational plans and implementation schedules for initiation seasons. Monitoring, Compliance and Regulation of Initiation Schools. Monitor the registration and operation of initiation schools. Conduct inspections and compliance assessments before, during, and after initiation seasons. Ensure adherence to prescribed health, safety, and cultural protocols. Stakeholder Management and Community Awareness. Liaise with traditional leaders, Houses of Traditional and Khoi-San Leaders, SAPS, Health, Education, Social Development, and municipalities. Coordinate awareness campaigns on initiation-related legislation and safety measures. Policy Implementation, Reporting and Strategic Support. Implement national and provincial policies, frameworks, and guidelines relating to customary initiation. Compile quarterly and annual performance reports for the Department and PICC. Maintain accurate databases and records of initiation schools, traditional surgeons, and caregivers.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/213	:	**DEPUTY DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: 2026/COGHSTA/23** Directorate: Risk and Compliance Management
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Accounting, Risk Management, Auditing or Internal Auditing/ Control as major subjects. Practical experience in risk management or internal auditing. A minimum of 3 years' experience obtained within Risk Management environment at junior management level. A valid driver's license. Skills and Competencies: Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Decision making. Policy and guidelines development. Ability to work under pressure. Planning and organising. Knowledge of relevant legislations applicable to risk management. Knowledge of risk management processes and techniques. Proficient Computer Literacy.
DUTIES	:	Develop risk management strategies and guidelines. Identify and evaluate risks in the Department. Facilitate the development and implementation of mitigation strategies. Develop and manage business continuity management plan. Develop and implement anti-corruption plan. Investigate possible instances of fraud and corruption. Render integrity management services. Facilitate financial disclosure and maintenance of gift register. Coordinate and manage the investigation of possible instances of fraud and corruption. Render integrity management services. Facilitate the process of risk identification, assessment and development of response strategies. Coordinate Scopa and other oversight bodies' responses. Communicate the Department's Risk Management Plans to all stakeholders in the department and monitor its implementation. Facilitate orientation and training for the Risk Management Committee and Risk Champions. Report the risk intelligence to the Accounting Officer, Management, Risk Management Committee and Audit Committee. Management of human and financial resources.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/214	:	**DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2026/COGHSTA/24** Chief Directorate: Financial Management
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and its prescripts. Departmental policies and procedure. Financial systems E.g. CASEWARE. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). A valid driver's license. Skills and Competencies: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Manage, oversee, plan and develop financial reports and statements. Prepare and manage training plan for Annual Financial Statements (AFS) / Interim Financial Statements (IFS) and train line function and other finance officials for financial reporting inputs. Liaising with line function and the finance officials to obtain accurate, complete and reliable inputs for financial reporting purposes within set timeframes. Liaise with Provincial Treasury regarding any information required for financial reporting purposes. Verify compliance as prescribed by Provincial Treasury and capture inputs on working papers and agree with the template. Preparation, compilation and interpretation of Interim and Annual Financial Statements. Submit AFS / IFS to National Treasury and Auditor General of South Africa in strict compliance with the PFMA and other prescripts. Oversee the compilation of the monthly reports: Manage the resources of sub directorate (Physical and Human). Ensure capacity and development of employees. Manage discipline. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/215 : **DEPUTY DIRECTOR: COMMUNITY EMPOWERMENT AND STAKEHOLDER MANAGEMENT REF NO: 2026/COGHSTA/25**
Chief Directorate: Building Construction and Project Management

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management/ Administration or any relevant qualification. A minimum of 3 years' relevant experience at Assistant Director level. Knowledge of the Public Service Act and Regulations, Local government policy frameworks, Organisational Transformation, Diversity Management, and Change Management principles. A valid Driver's License. Skills and Competencies: Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Facilitate and implement community education and empowerment programmes. Administer stakeholder developments and engagements within the district. Manage capacity building programmes for municipalities on human settlements matters. Conduct social development enterprise. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013)

766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/216 : **CENTRE MANAGER REF NO: 2026/COGHSTA/26**
Chief Directorate: Municipal Support

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Gert Sibande District (Daggakraal Thusong Service)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management / Administration or relevant qualification. A minimum of 3 years' experience in Service Delivery Improvement environment at Junior Management level. Thorough experience of working with different stakeholders and sector departments. Have knowledge of Thusong Service Centre programmes. Computer literacy. A valid Driver's License. Skills and Competencies: Good interpersonal, liaison and information gathering skills. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of institutionalization of Batho Pele Principles and Standards. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Planning and organizing skills. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills, report-writing skills.
DUTIES : Manage and recruit service providers to the Thusong Service Centre. Manage Thusong Service Centre programmes on a daily basis. Optimize security at the Thusong Service Centre. Ensure effective operation and efficient maintenance of the Centre. Compile weekly and monthly reports on the operations of the Centre to the Department. Ensure effective application of Batho Pele Principles. Market and represent the Centre. Maintain liaison with service providers.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/217 : **DEPUTY DIRECTOR: SUPPLY CHAIN PERFORMANCE REF NO: 2026/COGHSTA/27**
Chief Directorate: Financial Management

SALARY : R932 292 per annum (Level 11), (All-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's degree at NQF Level 7 in Supply Chain Management / Logistics / Finance or related qualification. A minimum of 3 years' experience at an Assistant Director level in Supply Chain Management, specifically in Demand Management and Performance Reporting. Knowledge of SCM prescripts, PFMA, Treasury Regulations and relevant practice notes. Knowledge of government procurement systems and reporting frameworks. Strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management. Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication skills (verbal and written). A valid driver's licence will be an added advantage. Skills and Competencies: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.
DUTIES : Manage and oversee the Demand Management function within the Department. Coordinate the development, consolidation and implementation of the Departmental Procurement Plan. Ensure alignment between

procurement plans, budget and strategic objectives. Monitor and evaluate the implementation of procurement plans and report on performance. Compile and submit monthly, quarterly and annual SCM performance reports. Provide support in the development and review of SCM policies and procedures. Ensure compliance with PFMA, Treasury Regulations and SCM prescripts. Identify SCM-related risks and implement mitigation strategies. Provide guidance and support to programme managers on demand management processes. Manage and supervise staff within the unit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/218 : **DEPUTY DIRECTOR: TRANSFORMATION, SERVICE DELIVERY IMPROVEMENT REF NO: 2026/COGHSTA/28**
Chief Directorate: Strategy and Governance

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management or any relevant qualification. A minimum of 3 years' relevant experience at Assistant Director level. Knowledge of the Public Service Act and Regulations, Local government policy frameworks, Organisational Transformation, Diversity Management, and Change Management principles. A valid driver's license. Skills and Competencies: Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/219 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2026/COGHSTA/29**
Chief Directorate: Corporate Services

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Human Resource Management or any relevant qualification. A minimum of 3 years relevant work experience at junior management (Assistant Director) level in HRM field. Computer Literacy. A valid driver's license. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability, leadership, programmes and project management, financial management, change management, knowledge management, and service delivery innovation. Analytical thinking and problem solving. people management and empowerment, client orientation and customer focus and communication, honesty and integrity. Knowledge of the Public Service prescripts, PERSAL and other applicable legislations. Knowledge of Government budgeting processes.

DUTIES	:	Facilitate the recruitment, selection and transfer of employees. Facilitate media selection, advertisement design and placement as well as response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Manage employees' service records and updates in compliance with the National Minimum Information Requirements. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/220	:	**DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/COGHSTA/30** Chief Directorate: Corporate Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Degree at a NQF 7 in Management Services/ Organization and Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology. Valid driver's license. A minimum of three (3) years' experience at Junior Management (Assistant Director) Level in Organizational Development field. Computer Literacy. Skills and Competencies: Planning and organizing. Report writing. Decision making. 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. Knowledge of the Public Service prescripts, PERSAL and other applicable legislations.
DUTIES	:	Provide organizational design and establishment services. Provide Job Description and Job Evaluation services for improvement and maintenance of the organization structure within the Department. Conduct work study investigations. Manage the development and reviewal of Job Profiles. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/221	:	**CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2026/COGHSTA/31** Directorate: Programme and Project Management
SALARY	:	R914 517 per annum, (all-inclusive OSD package)
CENTRE	:	Gert Sibande District (Ermelo)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree in Construction Project Management or any relevant qualification in the Build environment at NQF level 07. A minimum of (03) year experience with a minimum of 3 to 5 certifying experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge and understanding of various relevant Prescripts, Policies and Guidelines that governs the built environment, Project Management skills, and knowledge of research and development. A valid driver's license. Skills and Competencies: Key Competences: Financial Management and People Management, Service Delivery Innovations, Analytical Skills and Project Management. Good communication, Interpretation personal, computer literacy and time management skills. Ability to work under pressure and able to meet deadline.
DUTIES	:	Manage and coordinate all aspects of projects. Project accounting and financial management of housing projects, office administration functions related projects, research and development. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility.

Ensure that contractors timeously receive all relevant specifications and details to construct. Ensure that the needs of clients are well interpreted into manageable scopes of work. Report project progress to Chief construction Project Manager and Manage project budget and resources Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/222 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2026/COGHSTA/32**
Chief Directorate: Building Construction and Project Management

SALARY : R914 517 per annum, (all-inclusive OSD package)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree in Construction Project Management or any relevant qualification in Build environment at NQF Level 07. A minimum of (03) year experience with a minimum of (3-5) certifying experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge and understanding of various relevant Prescripts, Policies and Guidelines that governs the built environment, Project Management skills, and knowledge of research and development. A valid driver's license. Skills and Competencies: Key Competences: Financial Management and People Management, Service Delivery Innovations, Analytical Skills and Project Management. Good communication, Interpretation personal, computer literacy and time management skills. Ability to work under pressure and able to meet deadline.

DUTIES : Manage and coordinate all aspects of projects. Project accounting and financial management of housing projects, office administration functions related projects, research and development. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Ensure that the needs of clients are well interpreted into manageable scopes of work. Report project progress to Chief construction Project Manager and Manage project budget and resources Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/223 : **CONTROL PROJECT WORKS INSPECTOR REF NO: 2026/COGHSTA/33**
Chief Directorate: Technical Services

SALARY : R605 742 per annum (Level 10)
CENTRE : Ehlanzeni District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma in Building Environment or any relevant qualification at NQF level 06. A minimum of three (3) years' experience in the Building Environment. Registration as an Engineering Technician. A valid driver's license. Skills and Competencies: Strategic capability and 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. Communication. Negotiation and conflict management. Governance, ethics and integrity. Risk and contract management. Decision-making under complex and high-risk conditions.

DUTIES : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project

progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/224 : **CONTROL PROJECT WORKS INSPECTOR REF NO: 2026/COGHSTA/34**
Chief Directorate: Technical Services

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma in Building Environment or any relevant qualification at NQF level 06. A minimum of three (3) years' experience in the Building Environment. Registration as an Engineering Technician. A valid driver's license. Skills and Competencies: Strategic capability and 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. Communication. Negotiation and conflict management. Governance, ethics and integrity. Risk and contract management. Decision-making under complex and high-risk conditions.

DUTIES : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/225 : **PERSAL SYSTEM CONTROLLER (SALARY) REF NO: 2026/COGHSTA/35**
Chief Directorate: Financial Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Human Resource/ Public Administration/ Public Management. A minimum of three years relevant experience. The following certificates will be regarded as additional to the qualification: Introduction to PERSAL, Personnel Administration, Salary Administration, and PERSAL Controllers' Course. Knowledge of PERSAL system, PERSAL and knowledge of the System Change Control (SCC). Computer literacy and communication skills, Financial Management and Knowledge Management, Problem Solving. Microsoft Excel.

A valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Risk assessment and Management, Problem solving skills.

DUTIES : Manage PERSAL in respective components of the Department, Ensure compliance with PERSAL Policy and Procedure. Conduct information sharing sessions with PERSAL Users, Co-ordinate steering committee meetings, Monitor the interactions between Users and Supervisors. Ensure that the linking between the users and the supervisors is done in line with the policy. Give support to users and supervisors. Ensure training of PERSAL of users. Keep database of all PERSAL account for the effective utilization of the PERSAL System. Ensure compliance with the PERSAL Access Security. Communicate all PERSAL Massages. Draw User Report and Analise it. Attend to National Treasury Steering Committee Meetings. Monitor and ensure that the department manuals are properly complied and updated. Compile Departmental Manuals and keep them updated. Consult and communicate approved Manuals with Stakeholders

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/226 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2026/COGHSTA/36**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Ehlanzeni District (Louieville Thusong Service Centre)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Development Studies/ Community Development/ Public Management/ Administration. A minimum of 3 years' relevant experience in service delivery environment. Computer Literate. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. Data collection and management.

DUTIES : Monitor the functionality of Thusong Service Centre. Monitor the institutionalization of Batho Pele Principles. Assist in developing, monitoring and facilitating the successful implementation of service delivery related policies as well as implementation strategies in line with the Public Service Regulations and the Operations Management Framework. Assist in maintaining and facilitating the successful implementation of Service Delivery Charter. Assist in ensuring the successful implementation of the Batho Pele (BP) Framework. Assist in developing, monitoring and/ or facilitating the successful implementation of the Service Delivery Improvement plan. Assist in developing, monitoring and/or facilitating the successful implementation of Service Standards; and participate in change management sessions for Service Delivery Improvements programmes. Manage daily administration duties.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/227 : **ASSISTANT DIRECTOR: MUNICIPAL BY-LAWS DELEGATION AND ANTI-CORRUPTION REF NO: 2026/COGHSTA/37**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Development Studies / Community Development / Public

Management/ Administration. A minimum of 3 years' relevant experience in service delivery environment. Computer Literate. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Coordinate and support municipalities to develop review and adopt municipal by-laws in the province, coordinate relevant stakeholders to ensure that they participate in the enforcement of adopted and gazetted municipal by-laws to ensure compliance. Render support to the facilitation of sessions with municipalities to develop effective systems of delegations. Support and promote ant-corruption practices in municipalities. Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/228 : **ASSISTANT DIRECTOR: CDW AND PUBLIC PARTICIPATION REF NO: 2026/COGHSTA/39**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Development Studies/ Community Development/ Public Management / Administration. A minimum of 3 years' relevant experience in Public Participation. A valid driver's license. Skills and Competencies: Planning, coordination, and execution skills for supervising CDW programmes and work plans. Leadership and supervisory skills, including delegation, empowerment, and performance assessment. Analytical skills to interpret municipal and CDW reports and identify service delivery trends. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions.

DUTIES : Provide support to CDW's in eradicating development backlog, Coordinate CDWs and Supervisors to report early warning signals relating to service delivery failures and emerging community instability. Facilitate the process of disseminating information, Monitor and strengthen communication channels for community engagements and public information sharing. Promote public participation in developmental projects and programmes, Strengthen coordination between CDWs, ward councillors, ward committees, municipalities, and sector departments to deepen community engagement. Develop and maintain database, Coordinate the development and continuous updating of ward and community profiles across municipalities. Facilitates access to government services through CDW programme, Strengthen referral pathways through continuous engagement with national, provincial and local government departments

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/229 : **ASSISTANT DIRECTOR: CDW AND PUBLIC PARTICIPATION REF 2026/COGHSTA/40**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Development Studies/ Community Development/ Public Management / Administration. A minimum of 3 years' relevant experience in Public Participation. A valid driver's license. Skills and Competencies:

Planning, coordination, and execution skills for supervising CDW programmes and work plans. Leadership and supervisory skills, including delegation, empowerment, and performance assessment. Analytical skills to interpret municipal and CDW reports and identify service delivery trends. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions.

DUTIES : Provide support to CDW's in eradicating development backlog, Coordinate CDWs and Supervisors to report early warning signals relating to service delivery failures and emerging community instability. Facilitate the process of disseminating information, Monitor and strengthen communication channels for community engagements and public information sharing. Promote public participation in developmental projects and programmes, Strengthen coordination between CDWs, ward councillors, ward committees, municipalities, and sector departments to deepen community engagement. Develop and maintain database, Coordinate the development and continuous updating of ward and community profiles across municipalities. Facilitates access to government services through CDW programme, Strengthen referral pathways through continuous engagement with national, provincial and local government departments.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/230 : **ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE AND LABOUR RELATIONS REF NO: 2026/COGHSTA/41**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Labour Relations. A minimum 3 years' functional experience in municipal administration field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Co-ordinate information on the establishments and disestablishment of Section 79 and 80 committees in municipalities. Coordinate information on Municipal Public Accounts Committees (MPAC). Weekly update information on the State of Local Government for all municipalities in the province. Co-ordinate updated information on Code of Conduct in all twenty municipalities. Coordinate information for MPAC, Council committees and Code of Conduct template for consolidation into the National COGTA template. Create and update information on the number of meetings held by Section 79&80 committees, Municipal Public Accounts Committees (MPACs) and LLF for Quarterly reports. Monitor the establishment and functionality of Local Labour Forum (LLF). Assess municipalities on composition, functionality of their LLF, as well as the relationship between organized Labour and management.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/231 : **ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION REF NO: 2026/COGHSTA/42**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Gert Sibande (Ermelo)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Social Science / Public Administration / Public Management /

Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in the housing subsidy scheme / system environment. A valid driver's license. Skills and Competencies: Sound computer skills especially with the MS office package. Sound knowledge of Human Settlements policies and procedure especially all aspects of Beneficiary administration and processing. Planning and organisational skills, Good interpersonal skills, both written and verbal communication skills. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills.

DUTIES : Attend to matters of beneficiary management, edit and verify forms, thoroughly investigate search exceptions and resolve them in line with the Housing Code. Perform supervisory functions, Assist in the formulation of reports. Attend to the enquiries and correspondence from all stakeholders, Oversee capturing of housing subsidy forms in line with applicable policies, Ensure the proper filing and archiving of forms.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/232 : **ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION REF NO: 2026/COGHSTA/43**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Social Science / Public Administration / Public Management / Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in the housing subsidy scheme/system environment. A valid driver's license. Skills and Competencies: Sound computer skills especially with the MS office package. Sound knowledge of Human Settlements policies and procedure especially all aspects of Beneficiary administration and processing. Planning and organisational skills, Good interpersonal skills, both written and verbal communication skills. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills.

DUTIES : Attend to matters of beneficiary management, edit and verify forms, thoroughly investigate search exceptions and resolve them in line with the Housing Code. Perform supervisory functions, Assist in the formulation of reports. Attend to the enquiries and correspondence from all stakeholders, Oversee capturing of housing subsidy forms in line with applicable policies, Ensure the proper filing and archiving of forms.

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POST 41/233 : **ASSISTANT DIRECTOR: HUMAN SETTLEMENTS POLICY & RESEARCH REF NO: 2026/COGHSTA/44**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Administration / Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in research and policy environment in public sector. A valid driver's license. Skills and Competencies: Knowledge: Knowledge must be well-versed in all aspects related to research processes as well as qualitative research. Problem solving, communication, computer Literacy, interpersonal, policy development in policy development, research methodologies, analysis with SPSS is essential. Skills: Analytical and innovative, research, policy analysis policy development, computer literacy, excellent business/report writing, decision-making and

problem solving, stakeholder management, financial management, presentation, Monthly and quarterly reporting.

DUTIES : Applicant to conduct research related to policy development. To develop, review, analyse existing and new policies. Facilitate and coordinate policy workshops to disseminate information to relevant stakeholders. Assist in planning and application of research to enhance effectiveness of government communication. Conduct research, collect data, analyse, Interpret and summarizes findings and provide recommendations. Prepare research reports and present research findings at various stakeholders meetings (internal and external).Provide assistance in general managerial tasks, including financial management to ensure optimal resource

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/234 : **ASSISTANT DIRECTOR: ANTHROPOLOGY AND GENEALOGY SERVICES REF NO: 2026/COGHSTA/45**
Chief Directorate: Traditional Institution Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Anthropology / Social Sciences. A minimum of 3 years' relevant experience in Traditional Leadership matters. A valid driver's license. Skills and Competencies: Data collection, interviewing, report writing, analysis, records management. Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate. Stakeholder engagement skills across communities and government institutions. Decision making. Analytical thinking and problem solving. Communication and presentation. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on the Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Anthropological and Genealogical Research Support. Conduct field and desktop research on traditional leadership, customary law, lineage, and succession matters. Collect, verify, and analyze historical, cultural, and genealogical information. Investigation and Verification of Traditional Leadership Matters. Assist in conducting investigations into traditional leadership and royal family matters. Verify genealogical information and succession lineages. Stakeholder Liaison and Community Engagement. Liaise with traditional leaders, royal families, traditional councils, community members, and government institutions. Coordinate meetings, consultations, and field visits. Information Management, Reporting and Knowledge Preservation. Maintain databases and records relating to traditional communities, royal families, and genealogical information. Archive and preserve historical and customary records.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/235 : **ASSISTANT DIRECTOR: PROVINCIAL COMMITTEES REF NO: 2026/COGHSTA/46**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration/ Social Science. A 3 years' relevant experience in Provincial Committee matters. A valid driver's license. Skills and Competencies: Research, report writing, communication, coordination, data management. Initiation legislation, committee administration, records management, monitoring processes. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders.

Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Ensure that invitations for meetings convened reports and resolutions compiled are submitted on time focusing on provincial committees. Coordinate meetings and prepare agendas, minutes, and reports. Facilitate implementation of committee resolutions and decisions. Strengthen working relationship with relevant stakeholders and ensure that the Provincial and Local Committees share programs and be in good working relation. Assist on strengthening the working relationship with stakeholders. Compile compliance reports and maintain monitoring records. Ensure effective oversight visits committees' programs, project and certify that all resolution is properly implementation. Liaise with traditional leaders, traditional councils, government departments, municipalities, and community structures. Organize awareness campaigns before and during oversight events. Participate and ensure that the House of Traditional Leaders is functional by providing logistical and administrative assistance to all levels of the directorate. Collect, analyze, and maintain house-related information and statistics. Compile monthly, quarterly, and annual reports.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/236 : **ASSISTANT DIRECTORS: FIRE SERVICES REF NO: 2026/COGHSTA/73 (X2 POSTS)**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Fire Technology / Emergency Management / Disaster Management or relevant field of study with a minimum of 3 years' experience in fire services, or fire safety/ risk / disaster management related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.

DUTIES : Facilitate the implementation of the Fire Brigade Act and framework in the Province. Drafting and submission of risk assessment reports and profiles. Ensure compliance to the national fire minimum standards. Monitor and support the implementation of CAPs recommendations. Provide support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Coordinate execution of Memorandum of Understanding with partners. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Support the functioning of the Provincial Fire Service Advisory Forum. Provide capacity building programmes, research and training on Fire Services. Support the development of programmes relevant to public awareness and research. Coordinate and support urban search and rescue services. Monitor and support the implementation of mutual aid agreements with regards to Urban Search and Rescue (USAR) and Dangerous Goods. Supervision of staff within the Section.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/237 : **ASSISTANT DIRECTOR: MUNICIPAL HR SYSTEMS REF NO: 2026/COGHSTA/38**
Chief Directorate: Municipal Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Human Resources Management. A minimum of 3 years' relevant experience in Municipal Administration environment. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation.
DUTIES : Monitor and support municipalities on the development and implementation of HR systems. Render support to municipalities on performance management. Support municipalities on development, review and approval of the organisational structure.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/238 : **ASSISTANT DIRECTOR: PICC SUPPORT REF NO: 2026/COGHSTA/47**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration/ Social Science. A minimum of 3 years' relevant experience in coordinating Committee matters. A valid driver's license. Skills and Competencies: Initiation legislation, committee administration, records management, monitoring processes. Research, report writing, communication, coordination, data management. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.
DUTIES : Coordination and Secretariat Support to the PICC. Coordinate PICC meetings and prepare agendas, minutes, and reports. Facilitate implementation of PICC resolutions and decisions. Monitoring and Compliance Support. Assist with inspections and monitoring visits to initiation schools. Compile compliance reports and maintain monitoring records. Stakeholder Liaison and Awareness Programmes. Liaise with traditional leaders, traditional councils, government departments, municipalities, and community structures. Organize awareness campaigns before and during initiation seasons. Information Management, Research and Reporting. Collect, analyse, and maintain initiation-related information and statistics. Compile monthly, quarterly, and annual reports. Conduct research on challenges and trends affecting initiation practices.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/239 : **ASSISTANT DIRECTOR: TRADITIONAL COUNCILS, FINANCIAL REPORTING REF NO: 2026/COGHSTA/48**
Chief Directorate: Financial Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Accounting/ Financial Management / Financial Accounting / Public Finance or equivalent qualification or equivalent qualification. A Minimum of 3 years relevant experience in financial reporting, accounting,

financial management or management accounting. Experience in BAS is an added advantage. Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations, Modified Cash Standards (MCS) Financial reporting frameworks applicable to government institutions, Budget and expenditure management, Risk management and internal control systems and Audit processes. A Valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Audit and Risk Management

DUTIES : Coordinate the compilation of financial statements, coordinate financial reporting and accounting processes, Compile and analyse financial reports, Coordinate audit support activities, Manage human and financial equipment resources.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/240 : **ASSISTANT DIRECTOR: BUDGET REF NO: 2026/COGHSTA/49**
Chief Directorate: Financial Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Financial Management / Financial Accounting / Management Accounting / Economics / Finance or any relevant qualification. A minimum of 03 years' functional experience in budget management. Experience in BAS is an added advantage. Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations, Modified Cash Standards (MCS) Financial reporting frameworks applicable to government institutions, Budget and expenditure management, Risk management and internal control systems and Audit processes. A Valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Audit and Risk Management.

DUTIES : To provide support during the implementation of the provincial planning and budgeting process by providing advice, guidance and training to client departments on the provincial budget process, budget formats and budget reforms. To support the implementation of the provincial reporting process by providing advice, guidance and training to client departments on the reporting requirements and formats in line with applicable prescripts. To support the provision of technical assistance to the provincial treasury and client departments throughout the budgeting cycle, which entails formulation of departments' proposals of MTEF and adjustments budgets; treasury's review of budget proposals (budget database, and Estimates of Provincial Revenue and Expenditure); evaluation of departments' budget proposals in or for planning and budgeting structures such as Medium-Term Expenditure Committee, MEC's bilateral meetings, Extended Premier's Budget Committee, and National benchmarking meetings; and contribute to the compilation of documentation required for tabling of provincial appropriation bills in provincial legislature. To support the provision of guidance on the implementation of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/241	:	**ASSISTANT DIRECTOR: HR AND AUXILLIARY SERVICES REF NO: 2026/COGHSTA/50** Chief Directorate: Strategy and Governance
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gert Sibande District
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Human Resource Management / Public Management or any relevant qualification. A minimum of three (3) year's functional experience at HR Practitioner level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment. A valid driver's license. Skills and Competencies: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management. Knowledge Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System / Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA).
DUTIES	:	Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/242	:	**ASSISTANT DIRECTOR: HR AND AUXILLIARY SERVICES REF NO: 2026/COGHSTA/51** Chief Directorate: Strategy and Governance
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Nkangala District
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and Diploma at NQF level 6 in Human Resource Management/ Public Management or any relevant qualification. A minimum of three (3) year's functional experience at HR Practitioner level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment. A valid driver's license. Skills and Competencies: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance / Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management. Knowledge Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System/Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA).

DUTIES : Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/243 : **INTERNAL AUDITORS REF NO: 2026/COGHSTA/52 (X2 POSTS)**
Directorate: Internal Audit

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Internal Auditing/ Accounting or any relevant qualifications. A minimum of three (3) years' relevant experience in Internal Auditing or Auditing environment. A valid Driver's License. Skills and Competencies: Knowledge of Internal Audit Standards, Public Finance Management Act, Internal Audit Methodologies and techniques. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

DUTIES : Implement approved audit plan in accordance with accepted standards. Collect, analyse, interpret documents and information to generate audit outcomes or reports. Critically evaluate the internal controls in place, identifying risks and drafting a suitable audit programme to test internal controls. Carry out audits in the department to identify deficiencies in controls and prepare working papers. Make recommendations on the identified findings that need attention. Compile draft audit reports; assist with the review and evaluation of management comments. Assist with Audit Committee responsibilities.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/244 : **SENIOR ADMINISTRATIVE OFFICERS: LOCAL HOUSE OF TRADITIONAL & KHO-SAN LEADERS REF NO: 2026/COGHSTA/54 (X2 POSTS)**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khi-San Leaders

SALARY : R413 001 per annum (Level 08)
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration. A minimum of three years' relevant experience in Traditional Leadership matters. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate. Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on the Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Render secretariat services to the LHTKL. Implement and monitor compliance of meetings. Provide oversight technical support guidance and direction to the Local House. Implement and maintain the paper and electronic records management systems. Provide filling and records management services. Ensure that the Provincial and Local Committees share programs and there is a good working relation. Develop committee programs. Ensure the relationship between National, Provincial and Local Houses. Ensure effective oversight visits on committee's programs and projects and that there is proper

implementation of the resolutions from Committees. Make all logistical arrangement for committee members when oversight is undertaken. Consults stakeholders on program of the committee. Participate and ensure that the House of Traditional Leaders is functional by providing logistical and administrative assistance to all level of the directorate. Participate in all House programs. Uphold all resolution taken by all levels of the House. Assist in the smooth running of administration for the Local House.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/245 : **SURVEY TECHNICIAN GRADE A REF NO: 2026/COGHSTA/53**
Chief Directorate: Development and Planning

SALARY : R407 337 per annum, (all-inclusive OSD package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Surveying or Quantity Surveying. Compulsory registration with South African Council for Professional and Technical Surveyors (PLATO) or South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. A minimum of 3 years' post qualification technical (Survey) experience. A valid driver's license. Experience with cadastral data calculation and compilation will be advantageous. Skills and Competencies: Planning and organising. Report writing. Technical skills. Decision making. Analytical thinking and problem solving. Communication and presentation. Data collection and management. Knowledge of Public Service Prescripts, Proficiency with total station, GPS/GNSS devices. Understanding of survey design and analysis. People Management, Computer literate, local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions. Knowledge of Computer aided survey applications (surpac and model maker).

DUTIES : Demarcation of sites in consultation with stakeholders. Data collection. Assist with survey support to municipalities and Traditional Councils in support if integrated human settlement, Verification of status of land. Check the availability of municipality services in the area and the land use of the area. Producing of survey plans and field survey report. Compilation of survey report and produce a sub divisional diagram or sub divisional plan. To organize, execute and process all survey related data to set standards and supply processed survey (cartography) related information, plans and provide technical support; Compilation and provision of cadastral data, information and plans in digital and hardcopy formats for topographical survey mapping for human settlements; Preparation of subdivision plans and sketches, as well as topographical survey drawings using appropriate technology; Quality control of outsourced survey work to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sectors relating to cadastral data and surveying.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/246 : **STATE ACCOUNTANT: BOOKKEEPING, REVENUE AND DEBT MANAGEMENT REF NO: 2026/COGHSTA/55**
Chief Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Financial Management or any other related qualification, A minimum of three years relevant experience. A valid driver's license. Skills and Competencies: Knowledge of relevant government prescript including PFMA, Public Service Regulations, Treasury Regulations and other financial administration legislations. Knowledge and understanding of BAS and PERSAL Systems. Good communication, Writing and Interpersonal skills. Computer literacy and ability to work under pressure and able to meet deadline. Commitment to customer service. Accountability and ethical conduct.

DUTIES	:	Collection of revenue due to the department and proper management thereof. Ensure timeous and compilation of monthly reports. Effective management of the department's debt account. Monitoring of Pay Master General Account. Provide budgetary support, analysis, advice and guidance to the department. Analyse and respond to budget related enquiries. Administer the transfer of funds for the MTEF cycle. Assist in the Preparation of Annual Financial Statements and interim Financial Statements for the department. Preparing of bank reconciliation and authorising of Journal and record keeping. Maintenance and control of relevant accounts/suspense accounts and record keeping.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/247	:	**ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: 2026/COGHSTA/56** Chief Directorate: Strategy and Governance
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Development Studies or relevant qualification. A minimum of three years' experience in Monitoring and Evaluation environment. A valid driver's license. Skills and Competencies: Problem solving. Interpersonal relationship. Conflict resolution. Co-ordination. Negotiating. Planning and organising. Computer Literate. Knowledge of Monitoring and Evaluation tools, Policy / objectives formulation, Policy analysis and development, Programme/project planning and management, Reporting procedures, Strategic planning,
DUTIES	:	Assist in Monitor programme performance through Management and development of quarterly and Annual Performance Report of the Department. Assist in the Development of assessment report on programme performance as well as compilation of Performance Evaluation Report on the HSDG & UISP. Monitor the implementation of Departmental programme and projects through project verification. Assist and analyse programme performance information and portfolio of Evidence (POE's). Render administrative support for the unit.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/248	:	**WORKSTUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/COGHSTA/57** Chief Directorate: Corporate Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Management Services / Operation, Work Study or equivalent qualification. A minimum of three (03) years' relevant experience in Organizational development. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organizing, evaluation and analyses, report writing, Applying Technology, Responsiveness, Applied Strategic Thinking, interviewing skills, creativity, listening skills, Impact and Influence, Communication and presentation, Networking and, Managing Interpersonal Conflict and Resolving Problems, Decision Making, Team Leadership.
DUTIES	:	Develop organizational structure for the department. Receive a directive from the Director General to review the organizational structure of the department. Obtain and analyse relevant documents. Conduct work study investigations i.e interviews, comparative studies / benchmark with other departments. Conduct ad-hoc work-study investigation. Receive a request for investigations. Conduct work study investigation. Analyses gathered with regards to work-study investigations. Facilitate the development of job descriptions. Received a request/ identify job with no job descriptions / outdated job descriptions. Verify the post on the approved organizational structure (job description request). Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/249 : **ADMINISTRATIVE OFFICER: RENTAL HOUSING TRIBUNAL REF NO: 2026/COGHSTA/58**
Chief Directorate: Rental Housing and Property Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management or Administration. A minimum of three (03) years' experience in Rental Housing Tribunal environment. A driver's license. Skills and Competencies: Stakeholder coordination. Planning and organizing. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. People Management. Project Management. Proficiency in the use of Microsoft Excel, PowerPoint & Word. Stakeholder Management. Extensive knowledge of Public Service prescripts. Computer literacy.
DUTIES : Provide support to the Tribunal for the implementation of the Rental Housing Act and awareness Programme. Keep records of all complaint lodged and all matters appeared before the Tribunal. Resolve cases annually. Arrange sitting within 14 days. Resolve cases within 90 days. Preparation of Tribunal members claims. Keep records of all copies of claims for Tribunal members. Ensure that attendance register are signed and verified. Receive complaints and give advice to both the landlords and tenants. Attend to cases according to Rental Housing Act and Regulations. Issuing of notices and summons. Prepare monthly schedule of all cases lodged and ensure proper allocation per member. Keep record of all signed copies of schedule for the month.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/250 : **ADMINISTRATIVE OFFICER: TRADITIONAL INSTITUTIONAL ADMINISTRATION REF NO: 2026/COGHSTA/59**
Chief Directorate: Traditional Institution Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Ehlanzeni District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration or relevant qualification. A minimum of three (03) years' experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. People Management. Computer literate. Decision making. Analytical thinking and problem solving. Communication and presentation. Knowledge of Public Service Prescripts.
DUTIES : Provide administrative support services to House of Traditional and Khoisan Leaders as well as Regional and Traditional Authorities. Support Traditional council with their cultural events. Invite and coordinate stakeholder's meetings. Withdrawal and Replacement Headmen and STL. Provide training and development to STLs and Traditional Authorities. Support Traditional council to perform their responsibilities. Provision and management of Traditional Council finances. Check financial books. Assist with budget estimates, completion of 38J form for PFMA compliance.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/251 : **ADMINISTRATIVE OFFICER: TRADITIONAL INSTITUTIONAL ADMINISTRATION REF NO: 2026/COGHSTA/60**
Chief Directorate: Traditional Institution Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Gert Sibande District

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration or relevant qualification. A minimum of three (03) years' experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. People Management. Computer literate. Decision making. Analytical thinking and problem solving. Communication and presentation. Knowledge of Public Service Prescripts.

DUTIES : Provide administrative support services to House of Traditional and Khoisan Leaders as well as Regional and Traditional Authorities. Support Traditional council with their cultural events. Invite and coordinate stakeholder's meetings. Withdrawal and Replacement Headmen and STL. Provide training and development to STLs and Traditional Authorities. Support Traditional council to perform their responsibilities. Provision and management of Traditional Council finances. Check financial books. Assist with budget estimates, completion of 38J form for PFMA compliance.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/252 : **ADMINISTRATIVE OFFICER: FIRE SERVICES REF NO: 2026/COGHSTA/72**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Fire Technology / Emergency Management / Disaster Management or relevant field of study with a minimum of three (03) years' experience in fire services, or fire safety / risk /disaster management related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services.

DUTIES : Provide support in the implementation of the Fire Bridage Act and framework in the province. Drafting and submission of risk assessment reports and profiles. Ensure compliance to the national fire minimum standards. Monitor and support the implementation of CAPs recommendations. Provide support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Coordinate execution of Memorandum of Understanding with partners. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Support the functioning of the Provincial Fire Service Advisory Forum. Coordinate capacity building programmes, research and training on Fire Services. Support the development of programmes relevant to public awareness and research. Coordinate and support urban search and rescue services. Monitor and support the implementation of mutual aid agreements with regards to Urban Search and Rescue (USAR) and Dangerous Goods.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/253 : **PERSONAL ASSISTANT IN THE OFFICE OF THE DEPUTY DIRECTOR GENERAL REF NO: 2026/COGHSTA/61**
Branch: Co-operative Governance and Traditional Affairs Support

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three (03)

years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Deputy Director General. Perform advanced typing work. Records the engagements of the Deputy Director General. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Deputy Director General. Does filling of documents for the Deputy Director General and the unit were required. Drafts documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Deputy Director General. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Deputy Director General. Provides support to Deputy Director General regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Deputy Director General with the administration of the Deputy Director General's budget. Collects and coordinates all the documents that relate to the Deputy Director General's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Deputy Director General of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Deputy Director General. Remains abreast with procedures and processes that apply in the office of the Deputy Director General.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/254 : **PERSONAL ASSISTANT IN THE OFFICE OF THE DEPUTY DIRECTOR GENERAL REF NO: 2026/COGHSTA/62**
Branch: Integrated Human Settlements

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three (03) years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Deputy Director General. Perform advanced typing work. Records the engagements of the Deputy Director General. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Deputy Director General. Does filling of documents for the Deputy Director General and the unit were required. Dratfs documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Deputy Director General. Scrutinizes routine submissions / reports and make notes and/or recommendations for the Deputy Director General. Provides support to Deputy Director General regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Deputy Director General with the administration of the Deputy Director General's

budget. Collects and coordinates all the documents that relate to the Deputy Director General's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Deputy Director General of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Deputy Director General. Remains abreast with procedures and processes that apply in the office of the Deputy Director General.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/255 : **PERSONAL ASSISTANT IN THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: 2026/COGHSTA/70**
Office of the HOD

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Head of Department. Perform advanced typing work. Records the engagements of the Head of Department. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Head of Department. Does filling of documents for the Deputy Director General and the unit were required. Draft documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of Department. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Head of Department. Provides support to Head of Department regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Head of Department with the administration of the Head of Department's budget. Collects and coordinates all the documents that relate to the Head of Department's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Head of Department of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Head of Department. Remains abreast with procedures and processes that apply in the office of the Head of Department.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/256 : **SECRETARY (X8 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : **Head Office (Mbombela):**
Secretary to the Chief Director: Financial Management Ref No: 2026/COGHSTA/63
Secretary to the Chief Director: Development and Planning Ref No: 2026/COGHSTA/64
Secretary to the Director: Supply Chain Management Ref No: 2026/COGHSTA/65

Secretary to the Director: Communication Services Ref No: 2026/COGHSTA/66
Secretary to the Director: Strategic Management Ref No: 2026/COGHSTA/67
Secretary to the Director: Municipal Performance Monitoring and Evaluation Ref No: 2026/COGHSTA/68
Secretary to the Director: Disaster Management Ref No: 2026/COGHSTA/69
Secretary to the Director: Office of the HOD Ref No: 2026/COGHSTA/71

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advanced Certificate at NQF level 5 in Secretarial/ Administration or relevant qualification. No experience required. Special skills requirements (Skills needed): Planning and Organizational skills, Good communication skill (Ability to communicate well with people at different levels). The ability to be creative and innovative. Ability to work under pressure and be able to meet deadline. Computer literacy (Microsoft Office, Word, PowerPoint). Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration of the Programmes/Directorates, including the arrangements and coordination of meetings. Draft Agendas, Record meetings discussions and provide minutes. Manage and prepare daily schedules of the Director. Create and maintain database and maintain a proper electronic and manual filing system. Draft routine reports, letters, and minutes, when required. Manage and coordinate incoming and outgoing correspondences. Handle the procurement of standard items like stationery, refreshments etc. Remain abreast with Policies, Legislation and Procedures applicable to ensure effective support to the receptive Programmes/Directorates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

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 November 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the 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 councils 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 the 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 41/257 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/26/1655**

SALARY : R720 819 – R821 484 per annum
CENTRE : Ndindindi Clinic (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a 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 Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (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 Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/258 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/NOV/26/1666**
(Re-advertisement)

SALARY : R571 161 - R654 285 per annum

CENTRE : Mkhondo Sub-district (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse in Psychiatry. A minimum of seven (7) years of appropriate/recognizable experience in Mental Health Environment after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Good leadership and coordination qualities. Good interpersonal communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.

DUTIES : Coordinate and manage mental health and substance abuse programme at the sub-district level. Ensure the implementation of the mental health care act (Act no 17 2002), national mental health policy framework and strategic plan 2023-2030 and Health sector drug master plan at the sub-district level. Provide support visits in health facilities that provides 72-hrs assessment. Assist in the management of state patients on leaves of absence and conditional discharge and mental health care users in chronical care facilities. Conduct home visit to support families and help to prevent relapse and treatment defaults. Facilitates in the establishment of community based mental health services. Ensure community involvement and participation in forming support group and working with stakeholders. Advocacy for mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme, liaise with other department and ability to work with NGOs.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/259 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1-2): NEPHROLOGY TRAINED / EXPERIENCE REF NO: MPDOH/NOV/26/1669 (X3 POSTS)**
(Re-advertisement)

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum

CENTRE : Ermelo Hospital (3) (Gert Sibande District)

REQUIREMENTS : 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 Nephrology Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the (SANC). **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in relevant specialty. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Nephrology 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 : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/260 : **CHIEF MEDICAL ORTHOTIST & PROSTHETIST GRADE 1 REF NO: MPDOH/NOV/26/1672**

SALARY : R598 260 - R664 410 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. A minimum of three (3) years' appropriate experience in the relevant profession after registration with the Health Professional Council of South Africa (HPCSA) as independent practice. A valid driver's licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) Public Service Act and related regulations and policies. Budgeting and willing to work under pressure Competencies in service delivery innovation, knowledge management, problem solving skills and analysis, maintaining discipline and conflict resolution, good communication, client orientation and customer focus.

DUTIES : The efficient and effective delivery of clinical and related administrative Medical Orthotics & Prosthetics (MOP) services. Conduct, plan and monitor Multi-Disciplinary – and Outreach clinics (PHC). Report on MOP service delivery. Assist the MOP centre manager in general administrative duties & Management of the Mop centre. Carry periodically assigned responsibilities of the MOP centre manager in the absence or the manager. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP department in line with the National and Provincial strategies. Assists in promoting continuous development and training of self, personnel and students. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Infection Prevention and Control and other relevant committees and policies within the MOP department and Ro Ferreira Hospital.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/261 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/26/1675 (X3 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display

a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.