PROVINCIAL ADMINISTRATION: MPUMALANGA
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 : 04 December 2026
NOTE : NB: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate 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 42/457 : **MEDICAL OFFICER GRADE 1: PAEDIATRIC REF NO: MPDOH/NOV/26/1707**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and

Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/458 : **PRINCIPAL NETWORK CONTROLLER: IT SERVICE MANAGEMENT REF NO: MPDOH/NOV/26/1708**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Bachelor's Degree / Advance Diploma (NQF Level 7) in Information Technology as recognized by SAQA. ITIL certification (Intermediate or Expert preferred). A minimum of three (3) years of experience in IT service management, LAN & Desktop Support role. Understanding of networks (LAN/WAN/Wi-Fi), servers, and storage systems. Basic database management and SQL query skills (advantageous). Proficiency with Windows OS, Active Directory, and Microsoft 365. Understanding of cloud technologies (Azure, AWS—advantageous). System performance monitoring and diagnostic tools. Backup, restore, and patch management skills. ICT documentation and technical writing. Valid driver's licence. Knowledge: Windows 2003/2008. MS Exchange Server 2007/2010. Active Directory. ITIL and COBIT. MS 365 Packages. Skills: Project management experience (PMP, PMBOK or PRINCE2 certification is a plus). Experience in managing outsourced or hybrid IT environments. Familiarity with Agile and DevOps practices. Strong analytical and reporting capabilities. Personal Attributes: Business Analysis and Design. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Strong problem-solving and analytical skills. Patience and adaptability when working with diverse user groups. Ability to manage multiple tasks and meet deadlines.

DUTIES : To manage and coordinate Information and Communication Technology Operations. Provide ICT Governance and management processes. Monitor and coordinate the acquisition, installation and maintenance of new ICT systems. Develop and implement ITSM Strategy & Governance. Provide IT Service Delivery & Operations. Provide Team Leadership & Development. Manage Stakeholder Engagement. Deploy Tools & Technology Services across the Department. Develop and implement Continuous Improvement Plans.

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 42/459 : **ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/NOV/26/1709**

SALARY : R755 355 – R863 667 per annum
CENTRE : Thulamahashe Local Area under Bushbuckridge Sub-district (Ehlanzeni 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) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2026). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. A valid driver's licence.
DUTIES	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators and form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
ENQUIRIES	:	Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087and IT related queries: Help desk Tel No: (013) 766 3018.
POST 42/460	:	**PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/26/1710**
SALARY	:	R495 423 - R581 931 per annum
CENTRE	:	Hluvukani CHC (Ehlanzeni 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 Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care 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, Ms. Samukelisiwe Mgwenya

Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/461 : **DATA TECHNOLOGIST: LAN AND DESKTOP SUPPORT REF NO: MPDOH/NOV/26/1712 (X2 POSTS)**
(Re-advertisement)

SALARY : R413 001 per annum (Level 08)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma / Degree (NQF Level 6/7) in Information Technology as recognised by SAQA. A minimum of two (2) years of experience in IT service management, LAN & Desktop Support role. Strong knowledge of ITSM frameworks, tools, and methodologies. Excellent communication, leadership, and problem-solving skills. Experience with service management platforms (e.g., Service Now, Any desk, BMC Remedy). Valid driver's licence. Knowledge: Windows 2003/2008. MS O365 packages. Active Directory. Remote Support. Skills: Remote support platforms. Business analysis. Project management. Network and telecommunications security. Problem solving abilities. Personal Attributes: Proactive and resourceful abilities. Team player.
DUTIES : To provide Local Area Network, Wide Area Network and Desk top Support services to all users. Provide Technical Support & Troubleshooting. Perform Hardware & Software Maintenance. Provide Network & Systems Administration. Maintain Security & Compliance for Server and Network. Provide Project Support.
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, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/462 : **PROFESSIONAL NURSE GRADE 2-3 (PN-A3-A4): NEPHROLOGY EXPERIENCE / COMPETENCY BASED REF NO: MPDOH/NOV/26/1718 (X6 POSTS)**

SALARY : Grade 2: R411 978 - R485 289 per annum
Grade 3: R495 423 - R635 088 per annum
CENTRE : Witbank Hospital (Nkangala 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). **Grade 2:** A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC). **Grade 3:** A minimum of twenty (20) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : 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 3087and IT related queries: Help desk Tel No: (013) 766 3018.

POST 42/463	:	**PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/26/1720 (X2 POSTS)**
SALARY	:	R337 359 – R397 392 per annum
CENTRE	:	Rob Ferreira Hospital (Ehlanzeni 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 (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, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 42/464	:	**OCCUPATIONAL THERAPIST TECHNICIAN GRADE 1 REF NO: MPDOH/NOV/26/1721**
SALARY	:	R279 870 – R317 880 per annum
CENTRE	:	Thulamahashe CHC (Ehlanzeni District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus an appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Grade 1: none after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.
DUTIES	:	Refer clients to the relevant stakeholders. Screen and assess clients. Treat clients appropriately. Conduct home visits. Conduct health talks. Issue assistive devices. Conduct group screening. Conduct support group meetings. Conduct home, schools and crèche visits. Conduct awareness campaigns. Attend community meetings. Conduct peer reviews. Conduct in service at OTTC. Attend accredited workshops and in service training. Attend staff and OTTC meetings.
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, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. The Provincial Treasury intends to promote representation in terms of (race, gender, and disability) through the filling of these posts. All appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

APPLICATIONS	:	All applications must be submitted through the provincial e-recruitment portal at https://erecruitment.mpg.gov.za Applicants are required to register/create a profile and upload all mandatory documents on the portal to apply for these opportunities.

CLOSING DATE : 04 December 2026

NOTE : All appointments will be subjected to a personnel suitability check process, not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference, and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. 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. Successful candidates will be required to enter into a performance contract within three (03) months of employment. All Middle Management Services (MMS) and SMS positions will be subjected to a compulsory competency-based assessment. Appointment to the Senior Management post is subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms pre-entry programme. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5 of the Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post, or hand-delivered applications will be accepted. Only applications submitted via the e-recruitment system will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

MANAGEMENT ECHELON

POST 42/465 : **CHIEF DIRECTOR REF NO: MPT/FG/17/2026**
Directorate: Financial Governance

SALARY : R1 554 696 - R1 858 821 per annum (Level 14), (all-inclusive remuneration package)

CENTRE : Head Office, Mbombela

REQUIREMENTS : Minimum three (03) years bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Finance/Accounting as recognised by SAQA with 5 years of experience at a senior managerial level in financial governance environment at Senior Management level. Public Service SMS Pre-Entry Certificate (Nyukela) submitted prior to appointment. A valid driver's license. Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, Knowledge of General Recognised Accounting Practices (GRAP) and MCS (Modified Cash Standards), and relevant prescripts governing public financial governance. Skills: Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Must have good communication (verbal and written), interpersonal, report writing, innovative thinking, analytical, planning, and coordination skills. Strong strategic capability and strong leadership, financial management, people management and empowerment, problem solving, and change management.

DUTIES : Establish and oversee the provision of effective financial governance, internal auditing and support services to departments, public entities and municipalities (PFMA, MFMA). Coordinate and monitor compliance to financial reporting, norms and standards. Consolidate annual financial statements of departments and public entities. Promote and report on the implementation of accounting standards. Monitor compliance with legislation, Regulations, Norms and Standards. Monitor the compilation and tabling of consolidated financial statements at the Provincial Legislature. Facilitate effective implementation of risk management processes. Oversee the evaluation of risk management processes. Oversee the analysis of risk assessment reports. Oversee the provision of training and capacity building of officials in the Province. Improve

the effectiveness of internal audit processes. Monitor implementation of internal audit standards and frameworks. Facilitate and monitor the establishment of audit committees and risk committees by Departments Public Entities and Municipalities. Manage the provision of support and capacity building on internal audit and risk management services. Monitor compliance and report on the implementation of the risk management framework. Manage the development and maintenance of the provincial risk register. Issue feedback to public institutions on interim and annual financial statements analyzed. Issue feedback to public institutions on compliance with the Financial Management Legislation and Information Management Prescripts. Monitor the implementation of the budget. Coordinate accounting services and financial reporting. Oversee the provision of administrative support. Manage human and financial resources of the programme.

ENQUIRIES : Mr. PM Nkambule Tel No: (013) 766 4138/4435/4478, Mr. DJ Sibiya Tel No: (013) 766 4386.

POST 42/466 : **DIRECTOR REF NO: MPT/HRMD/18/2026**
Directorate: Human Resource Management and Development

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Mbombela

REQUIREMENTS : Minimum three (03) years Bachelor's Degree or Advanced Diploma in Human Resource Management/Public Administration/Management (NQF Level 7) as recognised by SAQA with 5 years of experience at a middle/senior managerial level within the human resources management and development environment. Public Service SMS Pre-Entry Certificate (Nyukela) submitted prior to appointment. A valid driver's license. Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Protection of Personal Information Act, Promotion of Access to Information Act, Occupational Health and Safety Act, Labour Relation Act, Employment Equity Act. Skills: Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Must have good communication (verbal and written), interpersonal, report writing, innovative thinking, analytical, planning, and coordination skills. Strong strategic capability and strong leadership, financial management, people management and empowerment, problem solving, and change management. Ability to work under pressure, good interpersonal relation, responsible and loyal, honest and reliable and ability to work long hours voluntarily.

DUTIES : Manage the provision of human resource practise and administration services. Manage recruitment, selection, appointments and other life cycle of employees. Manage employee compensation and conditions of service. Manage human resource records. Manage the development and implementation of human resource organisational strategy and planning. Manage HR information system. Manage human resource utilisation and capacity development services. Manage and monitor the implementation of skills development legislation. Manage and coordinate the implementation of learnership and internship programmes. Manage and coordinate the provision of the training and development of employees. Facilitate the implementation of performance management and development System. Develop and monitor the implementation of skills development strategy. Manage the assessment of the implementation of training and performance management programmes and produce reports thereof. Manage the implementation of departmental incentive system. Monitor the implementation of career management programmes. Manage organisational human resource planning and information management services. Monitor the development and implementation of human resource strategy and plan. Monitor the development and implementation of employment equity plan. Manage organisational design and job evaluation services. Manage the provision of labour relations services. Facilitate the implementation of labour relations guidelines and processes. Facilitate departmental collective bargaining and dispute resolution processes. Facilitate the resolution of disciplinary cases, grievance and disputes processes. Manage the employee health and wellness programmes. Manage the development and implementation of employee health and wellness policies and programmes. Manage the implementation of occupational health, safety and environmental management strategies and programmes. Monitor the implement employee assistance and wellness programmes. Monitor and evaluate employee assistance and wellness programmes. Provide relevant

advice to management and employees. Manage records and auxiliary services. Manage and safeguard departmental records. Maintain safe custody of electronic and audio-visual records. Manage the provision of administrative support services.

ENQUIRIES : Mr. PM Nkambule Tel No: (013) 766 4138/4435/4478, Mr. DJ Sibiya Tel No: (013) 766 4386.