

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully complete and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 06 December 2024 at 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including two (2) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPISA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent appointment under Part F must be answered. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

- POST 43/108** : **DEPUTY DIRECTOR: RESEARCH AND DEVELOPMENT REF: DEDT 2024/25/21**
- SALARY** : R849 702 per annum (Level 11) all-inclusive salary package
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA qualification NQF level 7 in Economics. Post graduate qualifications in Economics will be an advantage, with at least 8 years of experience in conducting and disseminating economic research and findings. Relevant work experience at junior management level of a minimum of 3 years (Assistant Director/Economist) in an Economic Research Unit. Demonstrate knowledge and work experience in the application of quantitative and qualitative research methodologies. Advanced computer skills (MS Word, Excel and Power Point), as well as good written/research report writing and verbal/presentation communication skills. Good planning, organizing and leadership skills, as well as analytical thinking, problem solving and decision making skills. A valid driver's license. Good knowledge of relevant Government legislation such as: Public Service Act, Public Service Regulations, PFMA, MFMA and Treasury Regulations, Government Budget Processes, Constitution of the RSA and Batho Pele principles. competencies the preferable candidate must display the following competencies: Research methodology, Research management 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.
- DUTIES** : Conduct and compile research reports on the state of identified/key economic sectors and industries in Mpumalanga. Develop an updated economic research agenda report for the Department. Manage, conduct, compile and disseminate e-based research reports that are relevant to provide support and advice to economic planning and decision-making processes. Provide technical assistance to other departmental directorates and MPG departments, public entities, municipalities and other forums, building partnerships and participate in research

coordination. Manage resources within the unit and perform any other relevant function as per the delegation.

ENQUIRIES : Ms LP Mabaso Tel No: 013 766 4424
APPLICATIONS : Email application to: recruitmentdedt3@mpg.gov.za

POST 43/109 : **SECURITY ADMINISTRATION OFFICER REF: DEDT 2024/25/22**

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level six (06) tertiary qualification in Security Management or Grade 12 certificate with a minimum of ten (10) years' work experience in the security environment. Registration with PSIRA Grade B; SAPS 91(a) name clearance certificate. SSA Security clearance certificate (to the level of secret) will be an added advantage. A valid motor vehicle driver's license. Thorough knowledge of legal mandatory legislation like the Control of Access to Public Premises and Vehicle Act 53 of 1985; MISS 1998, MPSS, Criminal Procedure Act and OHS; Report writing skills, Interpersonal relations and Communication skills. The preferred candidate must be prepared to travel extensively.

DUTIE : Ensure compliance with both the Minimum Information Security Standards (MISS) and the Minimum Physical Security Standards (MPSS) and departmental security policy. Ensure access control and the safety of employees, visitors. Coordinate and facilitate personnel security (vetting) and the prompt administration of personnel suitability checks (background and criminal record checks). Provide safety, security and protocol services during the Department's /Entities outreach programmes and events.

ENQUIRIES : Mr SJ Xaba Tel No: 013 766 4164
APPLICATIONS : Email application to: recruitmentdedt2@mpg.gov.za

POSTS 43/110 : **RECEPTIONIST REF: DEDT2024/25/23**

SALARY : R183 279.per annum (Level 4)
CENTRE : Head Office: Mbombela
REQUIREMENTS : Grade 12 certificate, an appropriate SAQA recognized NQF level 4 qualification in Office Management. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The applicant must have the following skills problem solving, communication, computer literacy, be customer oriented.

DUTIES : Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render receptionist services, proper maintenance of equipment, and coordinate the bookings and telephonic calls. Ensure no visitor proceeds to office without verifying with the relevant office.

ENQUIRIES : Ms NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email application to: recruitmentdedt5@mpg.gov.za

**MPUMALANGA PROVINCIAL ADMINISTRATION
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.

CLOSING DATE : 06 December 2024.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must

consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments

OTHER POST

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| <u>POST 43/111</u> | : | <u>MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/NOV/24/566 (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R949 146 - R1 021 911 per.annum Grade 2: R1 082 988 - R1 182 183 per.annum Grade 3: R1 253 415 - R1 561 734 per.annum |
| <u>CENTRE</u> | : | Shongwe Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | MChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work 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. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council 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 team work 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No (013) 766 3384 / Ms. Gugu Nkosi Tel No (013) 766 3103 / Ms. Nomsa Maphanga Tel No (013) 766 3207 / Ms. Sebenzile Mthisi Tel No (013) 766 3339, Mr. Mxolisi Maseko Tel No (013) 766 3351, Mr. Samson Nyoni Tel No (013) 766 3087 and IT related queries: Help desk Tel No: Tel No (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 43/112</u> | : | <u>OPERATIONAL MANAGER NURSING (PN-B3): CASUALTY REF NO: MPDOH/NOV/24/567</u> |
| <u>SALARY</u> | : | R656 964 – R748 683 per annum |
| <u>CENTRE</u> | : | Mmamethlake Hospital (Nkangala District) |
| <u>REQUIREMENTS</u> | : | 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) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) 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 Casualty Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Casualty Nursing Science after obtaining the 1 year post basic Casualty Nursing Science qualification. 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 this impacts on service delivery. Demonstrate a basic understanding of HR and financial 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 ad 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 : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Casualty Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

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

POST 43/113 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/NOV/24/568**

SALARY : R656 964 - R771 309 per.annum
CENTRE : Amajuba Memorial Hospital (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 (2024). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

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

OFFICE OF THE PREMIER

The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the two posts of Director-General: Office of the Premier of Mpumalanga and Head of Department: Culture, Sport and Recreation.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director-Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela 1200. Physical

Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: smonareng@mpg.gov.za If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

CLOSING DATE
NOTE

: 13 December 2024
: The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. Applications should be submitted in a duly completed recent Z83 form issued by the Minister for the Public Service and Administration, accompanied by detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All Appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. Successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

POST 43/114

: **DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA (REF: OTP/DG/2024/1)**

SALARY

: R2 259 984. per annum (all-inclusive package). (Level 16) In addition, 10% allowance is payable as Head of Department

CENTRE
REQUIREMENTS

: Mbombela
: An appropriate postgraduate qualification (NQF level 8) as recognized by SAQA. 10 years' experience at a Senior Management level. Essential skills will include: Strategic Capability and leadership Financial Management Change management. Knowledge Management and Empowerment. Programme and Project Management. Service Delivery Innovations. Client Orientation and Customer Focus. Problem Solving and Analysis. Communications The ideal candidate should have the following qualities: Strong strategic thinking capability Leadership and Interpersonal Skills Potential for success in public management Managerial ability in Government, NGO, CBO or private sector Demonstrate leadership and strategic vision to operate in a complex and changing environment Experience in the implementation of management programmes within the public sector institutions Experience in change management and managing diversity in a dynamic, transformational and reforming environment.

DUTIES

: Key Performance Areas: Be the Accounting officer of the Office of the Premier Ensure efficient and effective management of the administration of the Office of the Premier Implement and manage the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Office of the Premier Ensure compliance with the provision of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Office of the Premier Exercise delegated powers in line with the Public Service Regulations Manage the financial, human and physical resources of the Office of the Premier efficiently and in accordance with the government policies Render support service to the Premier and Executive Council Drive macro policy and planning services for the province and ensure corporate compliance and communication Monitor the implementation of policy guidelines in relation to target groups and conduct internal audits and special investigations Contribute to the realisation of the Growth and Development Strategy of the Province as well as Mpumalanga Vision 2030.

ENQUIRIES

: Should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004

NOTE

: These are contract posts, and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.

POST 43/115

: **HEAD OF DEPARTMENT (HOD): CULTURE, SPORT AND RECREATION REF: (HOD/CSR/2024)**

SALARY

: R1 741 770.per annum (all-inclusive package). (Level 15) in addition, a 10% Allowance is payable as Head of Department

CENTRE
REQUIREMENTS

: Mbombela
: An appropriate a postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a Senior Management level. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of

government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, Sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision process.

DUTIES

: Key Performance Areas: As an Accounting Officer for the Department of Culture, Sport and Recreation the incumbent will be responsible for the following: Ensuring the efficient and effective management of Culture, Sport and Recreation matters Ensuring the promotion and preservation of diverse cultural heritage Overseeing the facilitation of Sport Development and mass participation Overseeing the management of Public libraries and ensure the promotion of arts and crafts Implementing and managing the provisions of the Public Finance Management Act (PFMA) and enforce relevant legislation with regard to the Department of Culture, Sport and Recreation Ensuring compliance with the provisions of the Public Service Regulations, collective agreements and other statutory obligations by the staff of the Department Exercising delegated powers in line with the Public Service Regulations Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies.

ENQUIRIES

: Should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng: Tel. (013) 766 2004

NOTE

: These are contract posts and the successful candidates will be required to enter into a five-years employment contract and a performance agreement with their respective Executive Authority member. Short-listed candidates will be subjected to a competency assessment and security clearance.