

MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FOR THE FOLLOWING VACANCIES

Post : **Data Technologist**
Directorate: Information Technology
Ref No. : **MPT 16/2022**
Salary : **R 321 543 per annum (Salary Level 08)**
Location : **Mbombela**

Requirements: National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years end-user experience in information technology support environment. Certificate in systems programming, A+, N+, background in ITIL V3 Foundation and ITSM will be an added advantage. A valid driver's license.

Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment. Be willing to travel.

Responsibilities: Provide end-user support services with regards to online services, PC hardware and software support, including diagnoses and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT and related projects. Provide dedicated IT support services on online, desktop, mobile and virtual environments. Ensure monitoring of service SLAs and MoUs for the desktop, mobile and video solutions in the IT environment.

Post : **Senior Procurement Officer**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 17/2022**
Salary : **R 321 543 per annum (Salary Level:08)**
Location : **Evander**

Requirements: National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration with a minimum of 2 years' experience in supply chain management. A valid driver's license.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills. Planning and organizing skills.

Responsibilities: Render advisory services to prospective bidders. Issuing of tender documents/bulletins. Closing of tender documents. Stamping, registering and sorting of received tender documents. Ensure the availability of tender documents and bulletins. Ensure transportation of closed tender documents to and from Head Office/Regional Office and Satellite Offices. Registering suppliers on the Central Suppliers Database. Supervise staff and compile monthly reports.

Post : **State Accountant: Budget (x2)**
Office of the Chief Financial Officer
Ref No. : **MPT 18/2022**
Salary : **R 261 372 per annum (Salary Level: 07)**
Location : **Mbombela**

Requirements: National Diploma (NQF Level 06) in Accounting/Finance with a minimum 2 years' experience in financial management. A valid driver's license will be an added advantage.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of LOGIS and BAS will be an added advantage.

Responsibilities: Consolidate and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of monitoring of cash flow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. Facilitate the process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the Manager for review.

Post : **State Accountant: Bookkeeping**
Office of the Chief Financial Officer
Ref No. : **MPT 19/2022**
Salary : **R 261 372 per annum (Salary Level:07)**
Location : **Mbombela**

Requirements: National Diploma (NQF Level 06) in Accounting/Finance with a minimum of 2 years' experience in financial management. A valid driver license.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an advantage.

Responsibilities: Clearing of Suspense and Control Account. Compilation of journals. Monitoring of Departmental Cash Flow. Administer Departmental Debtors. Management of Departmental system (BAS). Perform administration support services.

Post : **State Accountant: Salaries**
Office of the Chief Financial Officer
Ref No. : **MPT 20/2022**
Salary : **R 261 372 per annum (Salary Level: 07)**
Location : **Mbombela**

Requirements: National Diploma (NQF Level 06) in Accounting/ Finance/ Public Administration with a minimum of 2 years' experience in financial management. A valid driver license will be an added advantage.

Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an added advantage.

Responsibilities: Administration of salaries. Capturing of subsistence and travel claims. Payroll reconciliation of tax, clearing of suspense accounts. Clearing of PERSAL exceptions on BAS. Authorizing of salary related enquiries.

Post : **State Accountant: Revenue**
Office of the Chief Financial Officer
Ref No. : **MPT 21/2022**
Salary : **R 261 372 per annum (Salary Level:07)**
Location : **Elukwatini**

Requirements: National Diploma (NQF Level 06) in Accounting/Finance with minimum of 2 years' experience in the financial management environment. A valid driver's license.

Skills and Competencies: Knowledge of PFMA and Treasury regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good communication and interpersonal skills. Knowledge of Basic Accounting System (BAS) will be an added advantage.

Responsibilities: Render Financial Accounting transactions according to revenue management prescripts. Provide reports and ensuring compliance on revenue management prescripts. Perform administration support services. Manage and secure face value documents

APPLICATIONS: Applications must be submitted on the **newly prescribed Z83 application form** and be **fully completed and signed**, accompanied by a comprehensive Curriculum Vitae, copies of qualifications, RSA identity document and valid driver's license (where applicable). The above-mentioned copies **need not to be certified** when applying for a post. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on **pdf format** and **indicate on email subject: Name of Post and Post Reference Number**.

PLEASE NOTE THE FOLLOWING:

- The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity (race, gender and disability) through filling of these posts and 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.
- All appointments will be subjected to a personnel suitability check process (criminal record, credit record, qualification verification, citizenship, employment reference and social media).
- Successful candidates will be required to enter into a performance agreement.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- 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, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000.
- No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted.**
- For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury website: <http://treasury.mpg.gov.za>
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

 Persons with Disabilities are encouraged to apply