



The Mpumalanga Provincial Treasury invites applications from suitably qualified candidates for the following vacancies

Post : **Data Technologist: Cybersecurity and Cloud Services Support**
Directorate: Information Technology
Ref No. : **MPT 12/2024**
Salary Level : **08**
Salary : **R 376 413 per annum**
Location : **Mbombela**

Requirements: A minimum of a National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years of experience in Cybersecurity and/or Cloud Services. Basic knowledge of Microsoft 365 and Azure Security, Compliance and Identity Administration. A valid driver's license.

Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Basic experience in Active Directory Architecture. Basic experience in Active Directory Infrastructure. Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. Familiarity with Azure automation..

Responsibilities: Support the adoption and implementation of the Cyber Security Strategy and Frameworks. Assist with cybersecurity administration tasks. Help conduct audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations. Assist in the implementation and support of IT architectures in Azure. Perform cloud operations analysis and identity and access administration tasks. Support cyber defense SIEM administration tasks. Provide general assistance and support to the Cybersecurity and Cloud Services Administrator in daily activities.

Post : **Data Technologist: IT Service Desk (x3)**
Directorate: Information Technology
Ref No. : **MPT 13/2024 (Bushbuckridge)**
: **MPT 14/2024 (Evander)**
: **MPT 15/2024 (KwaMhlanga)**
Salary Level : **08**
Salary : **R 376 413 per annum**

Requirements: A minimum of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in Information Technology environment. Certificate in A+, N+. Knowledge of ITIL V3 Foundation 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.

Responsibilities: Provide end-user support services with regard 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 SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.

Post : **Internal Audit**
Directorate: Internal Audit
Ref No. : **MPT 17/2024**
Salary Level : **08**
Salary : **R 376 413 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Internal Auditing/Risk Management. Internal Audit Technician (IAT) professional qualification will be an added advantage. A minimum of 2 years working experience in the Internal Audit environment. Valid driver's license.

Skills and Competencies: Knowledge Public Finance Management Act (PFMA) Treasury Regulations. Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors, (IIA). Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills, Teammate Enterprise. Ability to work with minimal supervision.

Responsibilities: Conduct internal audit engagements in accordance to approved audit program within the allocated timeframe. Complete working papers adhering to the requirements of the Internal Audit Methodology. Raise audit findings on areas of concern relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof.

Post : **Senior State Accountant: Asset Management**
Office of the Chief Financial Officer
Ref No. : **MPT 18/2024**
Salary Level : **08**
Salary : **R 376 413 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management. A minimum of 3 years working experience in Asset Management environment. A valid driver's license.

Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills. Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).

Responsibilities: Verify the existence of assets. Ensure barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets, conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervise staff.

Post : **Senior Procurement Officer**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 19/2024**
Salary Level : **08**
Salary : **R 376 413 per annum**
Location : **Evander**

Requirements: A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 3 years' experience in a Supply Chain Management environment. 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 Skills (verbal and written) and Interpersonal Skills. Planning and organizing skills.

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

Post : **Support Officer: BAS**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 16/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 6) in Financial Management/Supply Chain Management. A minimum of 2 years' functional work experience in BAS. A valid driver's license.

Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, Networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Provide business support to the Provincial Administration through the utilization of Basic Accounting System (BAS). Render support services to all provincial BAS System users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations.

Post : **Procurement Officer**
Office of the Chief Financial Officer
Ref No. : **MPT 20/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 2 years working experience in Supply Chain Management environment. A valid driver's license.

Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).

Responsibilities: Verify and capture source documents and place the order with the supplier. Ensure that goods are received, recorded and stored. Distribute goods in terms of specific handling requirements. Allocate item identification numbers for commodities, implement inventory techniques, determine stock levels, and maintain stock records. Conduct stock-take. Utilise LOGIS for provisioning, procurement, stock control and reporting. Filing and safeguarding of documents and maintain file documentation register.

Post : **Administrative Officer: Risk Management**
Sub Directorate: Compliance Monitoring
Ref No. : **MPT 21/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Risk Management/ Internal Audit. Minimum of 2 years' experience in risk management. Valid driver's license.

Skills and Competencies: Knowledge of Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations, Public Service Act and Risk Management. Communication (verbal and written), computer literacy, time management, analytical, interpersonal, and report writing skills. Ability to plan and organise.

Responsibilities: Assist in communicating the Risk Management Framework to all stakeholders in the department. Assist in the coordination of risk analysis/identification and mitigation processes. Assisting management with risk assessment and development of response strategies (Risk Action Plan). Assist in monitoring the implementation of the response strategies. Assist in collating, aggregating, interpreting and analyzing the results of risk assessment to extract risk intelligence. Assist in compiling risk management reports to top management, Risk and Ethics Committee and Audit Committee. Assist in conducting risk management training and awareness. Provide administrative support to the unit.

Post : **State Accountant: Bookkeeping (Re-advertisement)**
Office of the Chief Financial Officer
Ref No. : **MPT 22/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

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

Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related 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: 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 : **Communication Officer: Community and Intra-Departmental Liaison**
Directorate: Communication
Ref No. : **MPT 23/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Communication/Public Relations. A minimum of 2 years' experience in events and internal communication. A valid driver's license.

Skills and Competencies: Understanding of Public Finance Management Act (PFMA) and government communication, Good interpersonal, Computer Literacy, Communication Skills (written and verbal), and Problem Solving skills.

Responsibilities: Implement communications strategy, policies and plans for programmes. Coordinate and facilitate all internal and external events, such as outreach programmes, media briefings, seminars, transversal workshops and stakeholder engagement programmes. Update departmental stakeholder database. Participate in exhibitions. Assist with content and management of internal communications platforms and channels such as notice boards and intranet. Write or contribute articles to publications. Perform basic administrative duties related to the responsibility as and when required.

Post : **Administration Officer**
Sub Directorate: Auxiliary Services
Ref No. : **MPT 24/2024**
Salary Level : **07**
Salary : **R 308 154 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management or auxiliary services. A valid driver's license.

Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem solving skills, interpersonal relations, computer literacy, report writing, planning and organizing skills.

Responsibilities: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondences. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving. Supervise staff.

Post : **Cleaner (x2)**
Sub Directorate: Auxiliary Services
Ref No. : **MPT 25/2024 - Head Office**
: **MPT 26/2024 - Mbombela Square**
Salary Level : **02**
Salary : **R 131 265 per annum**

Requirements: A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2.

Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

Responsibilities: Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting working environment, polishing furniture, vacuuming carpets and mopping the floors, removal of waste and preventing littering; and cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.

Post : **Food Service Aide**
Office of the MEC
Ref No : **MPT 27/ 2024**
Salary Level : **02**
Salary : **R 131 265 per annum**
Location : **Mbombela**

Requirements: A minimum of NQF level 1 or 2 (Abet Level 2 certificate).

Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours

Responsibilities: Provide food aid services in the Office of the MEC, clean kitchen utensils and equipment. Provide catering support services; keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages. Responsible for food supplies and report waste and losses.

Post : **Driver/Messenger**
Office of the MEC
Ref No : **MPT 28/ 2024**
Salary Level : **04**
Salary : **R 183 279 per annum**
Location : **Mbombela**

Requirements: A minimum of grade 12 or National Certificate (Vocational) Level 4. A valid driver's licence.

Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Willing to work extended hours. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.

Responsibilities: Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.

APPLICATIONS: Applications must include a completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to submit certified copies of qualifications, valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates.

Applications must be submitted by email to: mptrecruitment@mpg.gov.za
Applications must be sent on pdf format (maximum size: 5MB) 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 in terms of (race, gender and disability), through filling of these posts and all appointments will be made in accordance with the Employment Equity Plan of the Provincial Treasury. Suitably qualified women and persons with disabilities are therefore encouraged to apply.
- 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).
- Shortlisted candidates may be required to undergo skills assessment where necessary.
- Successful candidates will be required to enter into a Performance Agreement.
- Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.
- Applicants who have previously submitted their applications are encouraged to apply.
- 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 Promotion of Administrative Justice, 2000 (Act No. 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.

Enquiries: Mr Dumisani Sibiyi or Mr Madoda Nkambule at 013 7664138/4386/ 4435/4478/4446

Closing Date: 23 August 2024

Note: Persons with disabilities are encouraged to apply

