



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

Post : **Cleaner (x3)**
Sub-Directorate: Auxiliary Services

Ref No. : **MPT 23/2023 - Head Office (x1)**
MPT 24/2023 - Bushbuckridge (x1)
MPT 25/2023 - Elukwatini (x1)

Salary Level : **02**
Salary : **R 125 373 per annum**
Location : **Head Office, Mbombela**

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.
Duties: Maintain a high level of hygiene around the workplace with the cleaning of the Provincial Treasury premises assigned to. Perform tasks of a routine nature such as dusting working environment, polish furniture, vacuum carpets and mopping the floors, removal of waste and prevent littering; clean bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.

Post : **Registry Clerk**
Sub-Directorate: Auxiliary Services

Reference : **MPT 26/2023**

Salary Level : **05**
Salary Notch : **R 202 233 per annum**
Location : **Mbombela**

Requirements: A minimum of Grade 12 certificate or equivalent. Certificate in registry will be an added advantage.
Skills and Competencies: Knowledge of National Archives and Record Service of South Africa Act, 1996 (Act No. 43 of 1996) and related Regulations and prescripts. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills.
Responsibilities: Provide registry counter services. Handle of incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and /disposal.

Post : **Secretary (x10)**

Ref No. : **MPT 27/2023 - Directorate: Norms and Standards**
MPT 28/2023 - Chief Directorate: Sustainable Resource Management
MPT 29/2023 - Directorate: Office of the Chief Financial Officer
MPT 30/2023 - Directorate: Legal Services
MPT 31/2023 - Directorate: Planning
MPT 32/2023 - Directorate: Corporate Services
MPT 33/2023 - Directorate: Provincial Supply Chain Management
MPT 34/2023 - Directorate: Accounting Services
MPT 35/2023 - Directorate: Budget and Expenditure Management
MPT 36/2023 - Directorate: Information Technology

Salary Level : **05**
Salary : **R 202 233 per annum**
Location : **Head Office, Mbombela**

Requirements: A minimum of Grade Twelve (12) certificate with two (02) to five (05) years relevant work experience or tertiary qualification (NQF Level 05) in Secretarial/Office Management/ Public Administration with one (01) year relevant work experience.
Skills and Competencies: Good communication skills, verbal and written. Administrative and organisational skills. Computer literacy with high proficiency in (Microsoft Word, Excel, PowerPoint). Ability to work independently, under pressure and beyond normal working hours. Good interpersonal relations. Client orientated. Committed. Have high level of integrity and confidentiality. Professionalism. Good telephone etiquette and people management skills. Highly reliable and able to act with tact and discretion. A valid driver's license will be an added advantage.
Knowledge: Knowledge and understanding of Office Administration, Public Service Act, 1994 (Act No 103 of 1994) and the Public Service Regulations, Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and *Batho Pele* Principles.
Duties: Render effective and efficient secretarial and administrative support to the Senior Manager. Perform generic office duties such as typing of letters, memos, reports and related correspondence, photocopying, answering and screening incoming calls, filling and record management. Make travelling and accommodation arrangements for the unit. Make meetings and venue arrangements, receive clients, diarise, confirm and manage appointments for the Senior Manager. Uphold a positive image of the office. Compile agendas and take minutes during the directorate meetings. Ensure effective flow of information and documents to and from the office of the Senior Manager. Scrutinise documents to determine actions/information/other documents required for meetings. Handle classified files and documents. Identify venues, invite role players,

organise refreshments and set up schedule for manager's events. Process all invoices that emanate from the activities of the office. Keep an efficient filing system. Coordinate all logistical arrangements for the clients visiting the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Senior Manager and the entire Department.

Post : **State Accountant: Budget (x2)**
Sub Directorate: Management Accounting

Ref No. : **MPT 37/2023**

Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Accounting/Finance with a minimum of 2 years' experience in financial management. A valid driver's license will be an added advantage.
Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations and related 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.
Duties: Consolidate and prepare financial supporting information for completion of the budgeting process (Medium Term Expenditure Framework). 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 (Medium Term Expenditure Framework), 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 checking.

Post : **State Accountant: Bookkeeping**
Sub Directorate: Management Accounting

Ref No. : **MPT 38/2023**

Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Accounting/Finance 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 : **State Accountant: Salaries**
Sub Directorate: Financial Accounting

Ref No. : **MPT 39/2023**

Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Mbombela**


Requirements: A minimum of National Diploma (NQF Level 06) in Accounting/ Finance/ Public Administration with a minimum of 2 years' experience in financial management. A valid driver's license will be an added advantage.
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.
Duties: 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.
Duties: Monitor media coverage. Arrange media engagement activities. Assist with drafting media advisories and statements. Coordinate interview requests. Update the media database. Write newsworthy stories. Provide photography and video services. Provide logistical support for events and outreach programmes.

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, a valid driver's licence and an 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: mptreruitment@mpg.gov.za. Applications must be sent in pdf format and indicate on the 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 representativity in terms of (race, gender and disability) through the 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 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).
- Successful candidates will be required to enter into a performance agreement.
- All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- Applicants who have previously submitted their applications are encouraged to apply.
- Shortlisted candidates may be required to undergo skills assessment where necessary.
- Appointment of Senior Management post will be 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 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>
- Applicants who applied before are encouraged to re-apply.
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.
- Enquiries: Mr Dumisani Sibiyi, Mr Sithembiso Ntimba, Mr Banele Twala 013 766 4386/4435/4478

Note: Persons with disabilities are encouraged to apply 

Closing Date: 30 June 2023



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

Post : **Communication Officer**
Directorate: Communication
Ref No. : **MPT 40/2023**
Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma in Journalism/Media Studies (NQF Level 06) with a minimum of 2 years' experience in a communications environment. A valid driver's license.
Skills and Competencies: Knowledge of the provincial and government communication environment including government policies and key priorities. Sound knowledge and understanding of the South African media landscape and operations. Ability to work under pressure.
Duties: Monitor media coverage. Arrange media engagement activities. Assist with drafting media advisories and statements. Coordinate interview requests. Update the media database. Write newsworthy stories. Provide photography and video services. Provide logistical support for events and outreach programmes.

Post : **Procurement Officer**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 41/2023**
Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration with a minimum of 2 years' experience in Supply Chain Management environment. 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. 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 Data Database.

Post : **Procurement Officer**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 42/2023**
Salary Level : **07**
Salary : **R 294 321 per annum**
Location : **Elukwatini**

Requirements: A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration with a minimum of 2 years' experience in Supply Chain Management environment. 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. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Valid driver's license.
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 Data Database.

Post : **Data Technologist - IT End User Support**
Directorate: Information Technology
Ref No. : **MPT 43/2023**
Salary Level : **08**
Salary : **R 359 517 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years end-user experience in information technology 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. Valid driver's license and be willing to travel.

Duties: 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 SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.

Post : **Data Technologist - IT Network Support Services**
Directorate: Information Technology
Ref No. : **MPT 44/2023**
Salary Level : **08**
Salary : **R 359 517 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years end-user support experience in Information Technology environment. Certificate in A+ and N+. Experience in Windows Server Management, LAN (Local Area Network) Management & Network Printers Configuration 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. Valid driver's license and be willing to travel.

Duties: 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 SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.

Post : **Data Technologist (Web Developer)**
Directorate: Information Technology
Ref No. : **MPT 45/2023**
Salary Level : **08**
Salary : **R 331 188 per annum**
Location : **Mbombela**

Requirements: A minimum of National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years end-user experience in information technology environment. Certificate in systems programming, A+, N+, Web Developer Certification. Experience in Web Development Frameworks 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. Valid driver's license and be willing to travel.

Duties: Provide Web Administration Services, Database Administration Services and Server Farms maintenance for the Provincial Departments hosted by Mpumalanga Provincial Treasury, both internal and external. Attend to logged and escalated calls. Participate in the Implementation of ICT projects. Provide dedicated ICT Support services for Web based, mobile and virtual environments. Maintaining of SLA's & MOU's for the Web, database, mobile, video and related solutions in the IT environment.

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