

THE MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING VACANCIES

Post : Driver/Messenger (x3)
Sub Directorate : Auxiliary Services
Ref No : MPT 5/2025 (Office of the MEC)
MPT 6/2025 (Evander)
MPT 7/2025 (Bushbuckridge)
Salary Level : 04
Salary : R 193 359 per annum
Location : Mbombela

Applications must be submitted by email to:

MPT5@mpg.gov.za(Office of the MEC)
MPT6@mpg.gov.za(Evander)
MPT7@mpg.gov.za(Bushbuckridge)

Requirements: A minimum of Grade 12/ Senior Certificate/National Senior Certificate/ Standard 10/ National Certificate (Vocational) Level 4 (NQF 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.

Post : Cleaner (x2)
Sub Directorate : Auxiliary Services
Ref No : MPT 8/2025 – (Mkhondo)
: MPT 9/2025 – (KwaMhlanga)
Salary Level : 02
Salary : R 138 486 per annum

Applications must be submitted by email to:

MPT8@mpg.gov.za(Mkhondo)
MPT9@mpg.gov.za(KwaMhlanga)

Requirements: A minimum of Grade (10)/ Standard 8/ National Certificate (Vocational) NQF Level 2/ TVET N2 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, 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.

APPLICATIONS: Applications must include 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, Failure to comply with the above instructions will lead to automatic disqualification.

Only shortlisted candidates will be requested to submit certified copies of qualifications, a 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 sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered.

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 retrospectivity in terms of (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 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.
- Shortlisted candidates may be required to undergo skills assessment where necessary.
- 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.
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

Enquires: Mr DJ Sibiya 013 766 4386/4138, Mr PM Nkambule 013 766 4435/4374/4478/4446

Closing date: 22 April 2025



Persons with Disabilities are encouraged to apply