



ADVERTISEMENT: THE MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FROM  
SUITABLE QUALIFIED CANDIDATES FOR THE FOLLOWING VACANCIES

**Post** : Data Technologist: IT Service Desk  
**Directorate** : Information Technology  
**Ref No.** : MPT13/2025  
**Salary Level** : 08  
**Salary** : R 397 116 per annum  
**Location** : Bushbuckridge

**Applications must be submitted by email to:** [MPT13@mpg.gov.za](mailto:MPT13@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in an information technology environment. Certificate in A+ or N+ and 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 regarding 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** : Senior State Accountant: Asset Management  
**Directorate** : Office of the Chief Financial Officer  
**Ref No.** : MPT 14/2025  
**Salary Level** : 08  
**Salary** : R 397 116 per annum  
**Location** : Head Office, Mbombela

**Applications must be submitted by email to:** [MPT14@mpg.gov.za](mailto:MPT14@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Supply Chain Management/Logistics/Financial Management/Commerce/Accounting. 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 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** : Administration Officer: Auxiliary Services  
**Directorate** : Corporate Services  
**Ref No.** : MPT15/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : KwaMhlanga

**Applications must be submitted by email to:** [MPT15@mpg.gov.za](mailto:MPT15@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management/Office Management and Technology/Records Management/Management Assistant/Office Administration. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management, auxiliary services or administration. 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** : State Accountant: Expenditure Management  
**Directorate** : Office of the Chief Financial Officer  
**Ref No.** : MPT16/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : Head Office, Mbombela

**Applications must be submitted by email to:** [MPT16@mpg.gov.za](mailto:MPT16@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Management Accounting/Financial Accounting/Financial Management/Accounting with a minimum of 2 years' experience in the financial management environment. A valid driver's 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 LOGIS and BAS will be an advantage.

**Responsibilities:** Creditors' payments - ensure that supplier payments are made within 30 days of receipt of invoice by the department. Ensure cash requirements prior to making payments to avoid unauthorised bank overdraft after every payment run. Validate and account for before the execution of the payment. Prepare monthly 30 days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be included in the accruals.

**Post** : State Accountant: Revenue  
**Directorate** : Office of the Chief Financial Officer  
**Ref No.** : MPT17/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : Elukwatini

**Applications must be submitted by email to:** [MPT17@mpg.gov.za](mailto:MPT17@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Management Accounting/Financial Accounting/Financial Management/Accounting with a 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).

**Responsibilities:** Render financial accounting transactions according to revenue management prescripts. Provide reports and ensuring compliance with revenue management prescripts. Perform administration support services. Manage and secure face value documents.

**Post** : Human Resource Practitioner  
**Directorate** : Corporate Services  
**Ref No.** : MPT 18/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : Head Office, Mbombela

**Applications must be submitted by email to:** [MPT18@mpg.gov.za](mailto:MPT18@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Human Resources Management with a minimum of 2 years' experience in a human resources management environment. A valid driver's license.

**Skills and Competencies:** Computer literacy. Good people management and problem-solving skills. Good communication (verbal and written) and interpersonal skills. Knowledge of PERSAL system. Knowledge of Public Services Laws and all other relevant Human Resource policies and prescripts.

**Responsibilities:** Implement human resource provisioning i.e recruitment and selection, appointments, transfer, termination of service, verification of qualifications, probationary periods etc. Implement conditions of service and service benefits i.e leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc. Recommend/approve transactions on PERSAL system according to delegations. Facilitate the implementation of performance management and development system. Facilitate implementation of human resource development. Implementation of human resource plan, employment equity and policy development. Prepare reports on human resource matters and statistics.

**Post** : Procurement Officer  
**Directorate** : Provincial Supply Chain Management  
**Ref No.** : MPT19/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : Siyabuswa

**Applications must be submitted by email to:** [MPT19@mpg.gov.za](mailto:MPT19@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management, 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** : Administrative Officer: Planning  
**Directorate** : Planning  
**Ref No.** : MPT20/2025  
**Salary Level** : 07  
**Salary** : R 325 101 per annum  
**Location** : Head Office, Mbombela

**Applications must be submitted by email to:** [MPT20@mpg.gov.za](mailto:MPT20@mpg.gov.za)

**Requirements:** Minimum three years of a National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management/ Monitoring and Evaluation with a minimum of (2) years' experience in public sector policy and planning/public administration. A valid driver's license.

**Skills and Competencies:** Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation and interpersonal skills.

**Responsibilities:** Facilitate and coordinate operational and strategic planning processes. Assist in monitoring and reporting on organizational performance and policy development. Assist in coordinating change management and service delivery improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Assist in coordinating and compilation of institutional performance and strategic reports. Assistant in coordinating the evaluation of the impact of departmental projects and programmes. Coordinate Batho Pele programmes.

**Post** : Secretary  
**Directorate** : Internal Audit  
**Ref No** : MPT21/2025  
**Salary Level** : 05  
**Salary** : R 228 321 per annum  
**Location** : Head Office, Mbombela

**Applications must be submitted by email to:** [MPT21@mpg.gov.za](mailto:MPT21@mpg.gov.za)

**Requirements:** A minimum of Grade 12/Senior Certificate/National Senior Certificate/ Standard 10/ National Certificate (Vocational) Level 4 (NQF 4). A Certificate (NQF Level 05) in Secretarial/Office Management/Management Assistant will be an added advantage. A valid driver's license will be an added advantage.

**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.

**Responsibilities:** 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 traveling and accommodation arrangements for the unit. Make meetings and venue arrangements, receive clients, diaries, 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 of the procedures and processes that apply in the office of the Senior Manager and the entire Department.

**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.
- For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury website: <http://treasury.mpg.gov.za> and Facebook@Mpumalanga Treasury
- 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