



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

Post : Deputy Director: Security Management (Re-Advertisement)
Directorate: Interlinked Financial Systems

Ref No. : MPT 01/2024

Salary Level : 12

Salary Package : R 1 003 890 per annum (all-inclusive remuneration package)

Location : Mbombela

Requirements: A minimum of National Diploma (NQF Level 6) in Security Management/Policing with 5 to 7 years working experience in the field of security environment preferably in the public sector. A minimum of 3 years proven experience at junior management level. Professional registration with PSIRA Grade A. SSA Security management advisory course/ added advantage. No criminal record or any case/s pending. A valid driver's license.

Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge and skill of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.

Responsibilities: Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Manage human and financial resources.

Post : Deputy Director: Norms and Standards
Directorate: Norms and Standards

Ref No. : MPT 02/2024

Salary Level : 12

Salary Package : R 1 003 890 per annum (all-inclusive remuneration package)

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal controls or compliance environment at junior management level. A valid driver's license.

Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Good people management and supervisory skills. Sound knowledge of internal controls.

Responsibilities: Assess and Monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

Post : Deputy Director: Provincial Internal Audit
Directorate: Provincial Internal Audit

Ref No. : MPT 03/2024

Salary Level : 12

Salary Package : R 1 003 890 per annum (all-inclusive remuneration package)

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. A Certified Internal Auditor (CIA) will be added as an advantage. A minimum of 3 years' functional work experience in Internal Audit at junior management level. A valid driver's licence.

Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, communication (Verbal and Written), Interpersonal conflict and problem solving.

Responsibilities: Manage the Provincial Internal Audit Unit in the Provincial Treasury. Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the Province, evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. The incumbent must have knowledge of all relevant acts in the Public Sector as well as the Standards issued by the Institute of Internal Auditors. Manage human and financial resources.

Post : Deputy Director: Provincial Supply Chain Management
Directorate: Provincial Supply Chain Management

Ref No. : MPT 04/2024

Salary Level : 12

Salary Package : R 1 003 890 per annum (all-inclusive remuneration package)

Location : Nkangala Region

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Supply Chain Management/Public Administration/Public Affairs with a minimum of 3 years work experience in supply chain management at junior management level. A valid driver's license.

Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, and relevant prescripts governing procurement in the public service. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning and coordination skills.

Responsibilities: Oversee implementation of tender administration processes. Monitor compliance on bid administration processes in accordance with supply chain management guidelines and prescripts. Monitor advisory service on public procurement and support provided on Central Suppliers Database (CSD) registration. Manage and coordinate departmental programmes, plans and activities in the region. Management of human and financial resources for Nkangala region.

Post : Admin Support and Coordination
Office of the MEC

Ref No. : MPT 04/2024

Salary Level : 11

Salary Package : R 849 702 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Public Administration/ Public Management/Public Affairs/Business Management with a minimum of 3 years' functional experience in administration at a junior management level. A valid driver's license.

Skills and Competencies: Competency in Microsoft Office Suite (Advanced Excel, Word, PowerPoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA. Ability to apply technical and professional knowledge and skills in immediate work area

and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

Responsibilities: Ensure co-ordination of programmes between the Office of the MEC and the Department. Provide and supervise administrative support, including registry support services, driver/messenger services and food aid services in the Office of the MEC. Liaise with departmental stakeholders. Manage filing system in the Office of the MEC. Provide logistical support for meetings. Manage human and financial resources.

Post : Assistant Director: Office of the Head Provincial Treasury (Re-Advertisement)
Office of the Head Provincial Treasury

Ref No. : MPT 05/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of National Diploma (NQF Level 6) in Management Assistant/Public Administration/Business Management with a minimum of 3 years functional experience in administration. A valid driver's license.

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.

Responsibilities: Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.

Post : Assistant Director: Media Monitoring and Liaison
Directorate: Communication

Ref No. : MPT 06/2024

Salary Level : 10

Salary Package : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Media Studies or Journalism, with 3 years' work experience in a media or communications environment. A valid driver's license.

Skills and Competencies: Knowledge of government communications. Understanding of Public Finance Management Act (PFMA) and prescripts relevant to communication. Strong digital and social media management skills; Ability to conceptualize and implement communication campaigns. Good interpersonal skills. Strong organisational, planning and problem-solving skills. Good writing skills. Computer literacy. Ability and willingness to work under pressure, extra hours, travel and work outside the office.

Responsibilities: contribute to the development and implementation of departmental integrated communication strategies, policies and plans. Develop, implement and report on media engagement plans. Manage and update media database. Conceptualize and edit editorial content such as media briefing documents, key messages, statements, news stories and social media captions. Provide media monitoring service and compile reports and news media clips. Manage media relations. Support and participate in media activities. Assist with photography services. Assist with the management of social media accounts. Assist with language support, including editing of communication and marketing products. Manage risk and human and financial resources for the sub-directorate. Compile monthly/quarterly performance reports.

Post : Assistant Director: Auxiliary Services
Directorate: Corporate Services

Ref : MPT 07/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of National Diploma (NQF Level 6) in Public Administration/ Public Management/Public Affairs/Archives and Records Management with a minimum of 3 years' experience in records management or auxiliary services. A certificate in Archives and Records Management will be an added advantage. A valid driver's license.

Skills and Competencies: Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organizing skills, report writing skills and time management.

Responsibilities: Manage and ensure effective records management services. Manage and provide registry counter services. Manage auxiliary services. Supervise the handling of incoming and outgoing correspondences. Supervise daily operations and ensure effective use of office machines in relation to the registry function. Manage the processing of documents for archiving. Manage human and financial resources allocated to the unit.

Post : Senior Data Technologist: Cybersecurity and Cloud Services Administrator
Directorate: Information Technology

Ref No. : MPT 08/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development, with a minimum of 3 years Cybersecurity and/or Cloud Services Administration experience in the Microsoft 365 with Azure Security, Compliance and Identity Administration Certification. Valid driver's license.

Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.

Responsibilities: Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the Province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist the Departments in the execution of security logs management, monitoring, security analysis, event Correlation, vulnerability management, Impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.

Post : Senior Data Technologist: IT Service Desk
Directorate: Information Technology

Ref No. : MPT 09/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development and a minimum of 3 years IT End-User Support and Helpdesk Management System experience. Certificate in A+, N+. Certificate in ITIL V3 Foundation and/or ITSM will be an added advantage. A valid driver's license.

Skills and Competencies: Knowledge and Comprehensive understanding of IT Support Frameworks and standards, Good communication skills. Strong technical knowledge of computer systems, software, and networks. IT Security compliance analysis and monitoring, good troubleshooting skills. Business process analysis and improvement, innovative, problem solving, good interpersonal, conflict management and report writing skills. Project management. People

management and customer relations.

Responsibilities: Manage day-to-day operations of the IT helpdesk. Develop and maintain IT Service Policy Standards and procedures. Manage IT End-User support team. Implement and Improve IT Process flows. Conduct end-user vulnerability risk assessments, develop and implement risk action plans. Oversee the resolution of first line support tickets via phone and in-person. Compile and analyse IT helpdesk performance reports. Monitor and ensure compliance to service standards. Coordinate the resolution of complex tickets with other IT teams. Develop and maintain technical documentation and knowledge base. Research and maintain upkeep with industry standards and emerging technologies. Attend to escalated calls. Ensure compliance to IT Governance Frameworks and regulations. Monitor SLA and MoU compliance. Liaise with Internal and External clients (end-users, Service Providers and/or Departments). Manage human and financial resources.

Post : Assistant Director: Norms and Standards
Directorate: Norms and Standard

Ref : MPT 10/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal control or compliance environment. A valid driver's license.

Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Sound knowledge of internal controls.

Responsibilities: Assess and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Compile feedback reports on compliance with information management prescripts. Compile feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

Post : Assistant Director: Business Systems Analyst
Directorate: Interlinked Financial Systems

Ref : MPT 11/2024

Salary Level : 10

Salary : R 552 081 per annum

Location : Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Business Administration/Accounting/Computer Systems Engineering/Information Technology in Business Systems/Information and Communication Technology with a minimum of three (3) years' functional work experience in systems environment. 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, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Provide assessment of institutions/departments and come up with business solutions to institutions' operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to provide better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the Province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the 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. Manage human and financial resources.

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. 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 submitted by email to: mptreruitment@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 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.
- 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.
- 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>
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

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

Closing Date: 23 August 2024

Note: Persons with disabilities are encouraged to apply

