

EXTERNAL POST

Career Opportunities, sustainable partnership combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned post. The appointment will be made in terms of the Public Service Act.

The Department is committed to provide equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act and all relevant legislation applicable in the Public Service.

Post : Administrative Support and Coordination (Office of the MEC)

Level : 11

Salary : R 849 702 p/a (All-inclusive package)

Centre : Head Office, Mbombela

Ref. : ADS&C/2024

Requirements: A recognized National Diploma, (NQF Level 6) in Public Administration/ /Public Management or Business Management as recognized by SAQA plus relevant working experience of which (05) five years should be at a junior management level.

Knowledge, 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. A valid driver's licence. Knowledge of the PFMA, MFMA, Treasury regulations, Public sector Risk Management Framework, COSO Framework and King III on governance. 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.

Duties: The incumbent of the post will be responsible for the following duties: Ensure co-ordination of programmes between the Member and the Department, provide administrative support and receptionist services, provide registry support services in the office of the Executive Authority, provide messenger and driver services in the Office of the Executive Authority, provide logistical support for the meetings, manage human resources/staff.

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed **NEW Z83** form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp." From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants

are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS and MMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. All candidates who will be invited to competency assessment, are kindly reminded to adhere to the schedule as arranged by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. **Failure to comply with the above instructions will result in your application being disqualified.**

The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representivity in terms of race, gender and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The department reserves the right to fill or not to fill any advertised posts.

Completed Z83 application forms with relevant reference numbers should be addressed to:

**The Head of Department
Department of Public Works, Roads and Transport
Private Bag X11310
Mbombela
1200**

Or hand delivery at Building 9, Visitors Center, Riverside Government Complex.

ENQUIRIES

Ms PN Mokhotla on 013 766 6780

Mr SI Mazibuko on 013 766 6961

**CLOSING DATE
26 July 2024 at 12h00**



dpsa.gov.za



CommunicationDPWRT
@mpg.gov.za



Mpumalanga Department
of Public Works, Roads
and Transport



dpwrmpumalanga



@DpwrMpumalanga



DPWRT Mpumalanga

"Let's Grow Mpumalanga Together"



**public works,
roads & transport**

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