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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 posts. 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, the SMS Handbook and all relevant legislation applicable in the Public Service.

Post : Deputy Director: Security Management
Level : 12
Salary : R1 003 890 pa (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : DDSM/HO/01

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Security Management / Policing. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. Security manager's course offered by SSA, vetting course and SAMTRAC course will be an added advantage. Registration with PSIRA and a valid driver's licence. No criminal record and willingness to undergo the process of security clearance.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Security Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Demonstrate analytical abilities, project management, investigation skills, people management and conflict management. The ability to work under pressure and willingness to work long hours.

Responsibilities: Manage the coordination of all security aspects (administration, physical, information, personnel and ICT) in line with MISS and MPSS. Develop security policies, frameworks, security plan and standard operating procedures. Develop a departmental vetting strategy and investigations for security clearance. Liaise with SAPS and SSA regarding all incidents or suspected incidents of security breaches and information leakages. Conduct Threat Risk Assessment (TRA) and recommend mitigating strategies/actions against identified security threats. Develop and implement departmental events management procedures. Liaise with SAPS on issues involving criminal activities within the Conduct security training sessions for staff and advice management on security matters. Oversee the monitoring and evaluation of security compliance, performance of outsourced service providers and adherence to SLAs. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Registration
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDR/HO/02

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Transport Management / Fleet Management / Logistic Management / Public Administration / Legal Services. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Transport Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. The ability to pay attention to details, stakeholder management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Management of the Register Administration System (RAS). Management of Route Assessment/verification services. Rendering of conflict resolutions Services. Management of resources within the section and compile reports.

Post : Deputy Director: Scholar Transport Admin
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDSTA/HO/03

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Transport Management / Fleet Management / Logistic Management / Public Administration / Management. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Transport Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Demonstrate analytical abilities, project management, stakeholder management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Management of scholar transport operations. Planning and budgeting of scholar transport services. Verification and facilitation of payment of scholar transport services. Development, review and implementation of Scholar Transport Policy and Scholar Transport Subsidy. Liaise with scholar transport operators and other stakeholders. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Licensing
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDL/HO/04

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF Level 7) as recognized by SAQA in Transport Management / Fleet Management / Logistic Management / Public Administration / Management. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Public Transport Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. The ability to pay attention to details, stakeholder management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Management of public transport operating licenses. Provision of administration support services to the Provincial Regulatory Entity (PRE). Liaison with Transport Appeal Tribunal. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Fleet Provisioning
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDFP/HO/05

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF Level 7) as recognized by SAQA in Transport Management / Fleet Management / Logistic Management / Public Administration / Management. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Fleet Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Understanding of supply chain management, asset management, contract management, stakeholder management and innovativeness. The ability to work under pressure and willingness to work long hours.

Responsibilities: Provisioning of government owned and subsidized fleet. Facilitation of procurement of government fleet. Registration and licensing of departmental fleet. Provision of support to other departments regarding subsidized motor scheme, policies and transversal contracts. Monitoring and evaluation of compliance with all national contracts, policies and other prescripts relating to fleet services. Oversee the disposal of old and redundant motor vehicles. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Provincial Workshop
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDPW/HO/06

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF Level 7) as recognized by SAQA in Transport Management / Fleet Management / Logistic Management / Public Administration / Management. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

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Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Fleet Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Operations management, asset management, contract management, stakeholder management and innovativeness. The ability to work under pressure and willingness to work long hours.

Responsibilities: Ensure inspection and maintenance of government-owned vehicles. Ensure availability of effective breakdown services to government owned fleet. Facilitation of maintenance and repairs to government owned vehicle fleet. Disposal or withdrawal of government motor vehicles and board yards. Provision of advice to other departments regarding maintenance, repairs and withdrawal of government-owned vehicles. Implementation and compliance monitoring in regards to all national contracts, policies and other related government-owned vehicle prescripts. Management of technical personnel at Government Garage and financial resources. Coordination of reports.

Post : Deputy Director: Property Management (VIP)
Level : 11
Salary : R849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDPM/HO/07

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Real Estate Management / Property Management / Property Studies. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Operations management, asset management, contract management, stakeholder management and innovativeness. The ability to work under pressure and willingness to work long hours.

Responsibilities: Provision of accommodation for MEC's and MPL's in line with approved prescripts. Facilitate the provision of guard houses, water, gas, electricity, furniture, appliances and curtains at VIP accommodation. Lease management including inspections, handover of houses and relocation of members. Management of an updated lease register. Overseeing operational functions, maintenance functions plus attend to day to day maintenance requests from members. Supervision of service providers contracted on VIP accommodation. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Property Finance
Level : 11
Salary : R849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDPF/HO/08

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Real Estate Management / Property Management / Property Studies. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Financial management, asset management, people management, conflict management and good interpersonal relations. Strong negotiation skills, ability to work under pressure and willingness to work long hours.

Responsibilities: Ensure payment of property rates and taxes to all local municipalities in line with the Municipal Property Rates Act. Ensure that invoices are paid within 30 days. Updated payment register and render administrative duties as required. Management and updating of property rates register. Facilitate the property management payments for VIP accommodation as well as office accommodation. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Property Management
Level : 11
Salary : R849 702 pa (All-inclusive package)
Centre : Thulamahashe
Ref. : DDPM/THU/09

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Property Management / Real Estate / Property Studies. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Financial management, asset management, people management, conflict management and good interpersonal relations. Strong negotiation skills, ability to work under pressure and willingness to work long hours.

Responsibilities: Facilitate payment of property rates and taxes in the districts. Ensure payments, collection of rental and user charges. Accurate reconciliation of payments, rental collection and user charges. Rendering of property administrative support services. Management of districts' asset registers. Effective management of shared services (water, electricity, telephones, etc.). Ensure compliance with Occupational Health and Safety and other related prescripts. Management of personnel and financial resources. Coordination of reports.

Post : Deputy Director: Risk Management
Level : 11
Salary : R 849 702 pa (All-inclusive package)
Centre : Head Office
Ref. : DDRM/HO/10

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Risk Management / Public Administration / Management / Financial Accounting / Internal Auditing. A minimum of 3-5 years' relevant experience which should be at an Assistant Director level. A valid driver's license. The must be willing to undergo the process of security clearance.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Risk Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Understanding of research methodologies, planning and organizing skills, analytical abilities, people management, conflict management and good interpersonal relations.

Responsibilities: Establish risk management framework and risk management protocols. Develop, improve and maintain appropriate governance systems to support achievement of strategic objectives. Facilitate the identification of potential risks and mitigation strategies. Develop a department risk register and monitor implementation of specified interventions. Develop plans for risk assessments to establish the internal and external organisation context. Liaise with various governance structures in order to assist develop an effective internal control environment. Develop and facilitate fraud and ethics awareness workshops. Inform, guide and advice employees on risk management matters. Management of personnel and financial resources. Coordination of reports.

Post : Control Transport Inspector
Level : 11
Salary : R849 702 pa (All-inclusive package)
Centre : Thulamahashe
Ref. : CTI/THU/11

Requirements: Grade 12 Certificate plus Traffic Officers Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Transport Management. A minimum of 3-5 years' relevant experience which should be at a Chief Transport Inspector level. A valid driver's license. No criminal record and willingness to undergo the process of security clearance.

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Coordinate law enforcement management in the district. Coordinate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Manage the implementation of public law operations and gathering of statistics. Develop a monitoring mechanism for law enforcement operations. Develop new strategies and models to improve service delivery. Management of law enforcement officials and financial resources. Coordination of reports.

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Post : Control Works Inspector: Electrical
Level : 10
Salary : R 552 081 pa
Centre : Thulamahashe
Ref. : CWIE/THU/12

Requirements: Grade 12 plus 3 year's National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Electrical Engineering. A minimum of 3-5 years' relevant experience whereby a minimum of 3 years should be at Chief Works Inspector level. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Built Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations

Responsibilities: Conduct inspections on new and existing government buildings / clinics / hospitals. Draw up project specifications. Develop Bill of Qualities. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Manage maintenance done by contractors. Liaise with relevant stakeholders in respect of technical aspects. Advice and guide contracts in respect of compliance to legislation and procedures. Manage staff and supervising duties of works inspectors and report on all work allocated. Manage budget of the section.

Post : Assistant Director: Accommodation
Level : 10
Salary : R552 081 pa
Centre : Pilgrim's Rest
Ref. : ADA/PR/13

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Finance / Public Administration / Tourism or Hospitality. A minimum of 3-5 years' relevant experience in Tourism and Hospitality. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Tourism and Hospitality Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

Responsibilities: Handle reservations and bookings of state-owned guest houses and halls. Facilitate cleaning of houses, guest houses and halls. Manage laundry services. Asset management, supervision of staff and compilations of reports.

Post : Assistant Director: HR Utilisation and Capacity Development
Level : 10
Salary : R552 081 pa
Centre : Thulamahashe
Ref. : ADHRUCD/THU/14

Requirements: Grade 12 plus a 3 years National Diploma at (NQF level 6) / B Degree / Advance Diploma at (NQF level 7) as recognized by SAQA in Human Resources Management / Training and Development / Public Administration / Management / Industrial Psychology. A minimum of 3-5 years' relevant experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Human Resource Utilisation & Capacity Development Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

Responsibilities: Coordinate skills audit and identification of staff training needs. Facilitate training and development of employees in line with the Workplace Skills Plan (WSP). Coordinate learnership and internships programmes. Coordinate the implementation of legislation that supports skills development. Monitor implementation of the Performance Management and Development System (PMDS). Coordinate orientation and induction programmes. Supervision of staff, sectional records keeping and compilation of reports.

Post : Assistant Director: Licensing
Level : 9
Salary : R444 036 pa
Centre : Thulamahashe
Ref. : ADL/THU/15

Requirements: Grade 12 plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Transport Management / Fleet Management / Public Administration / Management. A minimum of 3-5 years' relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Public Transport Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

Responsibilities: Administer operating licensing applications. Capturing of applicants into Land Transport Permit System (LTPS). Issue/uplift operating licenses. Provide administration related duties. Prepare monthly reports and keep records

Post : Assistant Director: Production and Publication
Level : 9
Salary : R444 036 pa
Centre : Head Office
Ref. : ADPP/HO/16

Requirements: Grade 12 Certificate plus a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Media Studies / Communication Science / Graphic Design / Marketing / Advertising / Audio-Visual Production. A minimum of 3-5 years' relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Production & Publication Environment. Computer literacy especially application of latest software technologies. Camera operation, video editing and archiving procedures. Good communication (verbal and written) skills, project management, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Give creative direction on supplied briefs. Source and write material to support internal communications. Render proof reading and editing services for documents and publications. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audio-visual services to departmental events. Archiving of pictures, footage and videos on audio-visual library. Marketing and brand management. Social media engagement and management. Web content development and management. Maintenance of audio-visual equipment.

Post : Assistant Director: Movable Asset
Level : 9
Salary : R444 036 pa
Centre : Bohlabela
Ref. : ADMA/HO/17

Requirements: Grade 12 Certificate and a recognized 3 years National Diploma (NQF level 6) / B Degree (NQF level 6) as recognized by SAQA in Finance / Assets Management / Logistic Management. A minimum of 3-5 years' relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Asset Management Environment. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Oversee and review the monitoring of assets in accordance with asset management policies and procedures. Monitor and review the capturing of moveable assets. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Asset verification according to prescribed time frames. Assist with the development of asset management policies and guidelines. Supervise staff to ensure sound moveable asset management. Monitor expenditure patterns of all units. Liaise with suppliers of goods. Compile and reconcile relevant reports.

Post : Labour Relations Officer
Level : 8
Salary : R376 413 pa
Centre : Gert Sibande District
Ref. : LRO/GS/18

Requirements: Grade 12 Certificate and a recognized 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Labour Relations / Public Management / Administration/ Industrial Psychology. A minimum of 3 years' relevant experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Labour Relations Environment. Computer literacy, report writing skills, problem solving abilities, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

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Responsibilities: Handling of matters pertaining to misconduct. Provide advice to management, employees and organised labour. Investigate grievances and disputes. Arrange grievance hearings and disciplinary hearings. Manage a database of grievances and dispute related matters. Write reports and provide statistics. Implementation of the disciplinary code and procedures. Coordinate training of employees on labour relations. Facilitate mandates for conciliations and arbitrations. Strike management. Manage the resources of the component.

Post : State Accountant: Financial Accounting (2 x Posts)
Level : 7
Salary : R308 154 pa
Centre : Bohlabela District (Ref.: SAFA/BOH/19)
Nkangala (Ref.: SAFA/NKA/20)

Requirements: Grade 12 and a recognized 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Financial Management / Financial Accounting. A minimum of 3 years' relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, Computer literacy. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Payroll administration. Administer Claims (S&T, overtime, cell phone). Verify and authorize claims on PERSAL. Administer a commitments' register for the district. Process payments of goods and services. Perform administrative related activities within the sub-directorate. Prepare reports and assist with related supply chain logistics. Keep sectional records.

Post : State Accountant: Property Management
Level : 7
Salary : R308 154 pa
Centre : Thulamahashe
Ref. : SAPM/THU/21

Requirements: Grade 12 Certificate and a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Public Administration / Management / Financial Accounting / Management / Property Management. A minimum of 3 years' relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Property Management Environment: PFMA, Treasury Regulations, BAS, LOGIS. Title Deeds, Deeds of Sale and other prescripts. Computer literacy, communication skills, negotiations skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Verification of properties as they appear on the rates schedule for Local Municipalities, prepare payments. To recover municipal water, lights and sewerage accounts. Facilitate collection of revenue on monthly basis from the letting of state owned properties. Prepare and distribute invoices and statement of accounts to tenants. Prepare and reconcile debtors control account.

Post : Admin Officer
Level : 7
Salary : R308 154 pa
Centre : Steve Tshwete Cost Centre
Ref. : AO/ST/22

Requirements: Grade 12 Certificate and a 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Human Resources Management / Public Administration / Management. A minimum of 3 years' relevant experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Human Resource Practices & Administration Environment. Computer literacy, communication skills, records management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Keep sectional records and render human resource functions.

Post : Administration Officer: Licensing Registration
Level : 7
Salary : R 308 154 pa
Centre : Head Office
Ref. : AOR/HO/23

Requirements: Grade 12 Certificate and a recognized 3 years National Diploma (NQF level 6) / B Degree (NQF level 7) as recognized by SAQA in Public Administration / Management / Transport Management. . A minimum of 3 years'

Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Public Transport Environment. Computer literacy, communication skills, records management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Assisting Transport Inspectors and other line functions in terms of administrative issues. Compile and submit reports. Take and forward messages to officials. Keep records.

Post : Works Inspector
Level : 6
Salary : R 255 450 pa
Centre : Thulamahashe
Ref. : WI/T/24

Requirements: Grade 12 Certificate and a recognized 3 years National Diploma in Engineering or (NQF level 6 recognized by SAQA. No work experience required. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

Responsibilities: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop progress reports on outstanding and finalized work. Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents.

Post : House Keeper: Accommodation
Level : 6
Salary : R255 450 pa
Centre : Pilgrim's Rest
Ref. : HKA/PR/25

Requirements: Grade 10 Certificate with no work experience. A valid driver's license.

Knowledge Skill and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good interpersonal relations. The willingness to learn and develop a career in the Public Service.

Responsibilities: Administer bookings for guesthouses and halls, order cleaning material, coordinate laundry services and ensure safe keeping of household assets.

Post : Admin Clerk: Licencing
Level : 5
Salary : R216 417 pa
Centre : Nkangala
Ref. : ACHRP/V/26

Requirements: Grade 10 Certificate with no work experience.

Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good interpersonal relations. The willingness to learn and develop a career in the Public Service.

Responsibilities: Provide administration support to the Provincial Regulatory Entity (PRE). Render all administrative related activities within the section.. Keep sectional records.

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Post : Artisan: Mechanical (Aircon / Refrigeration)
Level : OSD
Salary : R 230 898 pa
Centre : 1x Pilgrim's Rest
Ref. : AMAR PR/27

Requirements: Relevant Trade Test certificate (Mechanical) with 1-2 years' experience. A valid driver's license. The candidate must be willing to work overtime and be on standby.

Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of Occupational Health and Safety Act. Problem solving skills. Good interpersonal relations.

Responsibilities: Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job records. Supervise and mentor staff.

Post : Road Workers (98 x Posts)
Level : 3
Salary : R155 148 pa
Centre : 10 x Mbombela Cost Centre (Ref.: RW/MCC/28)
14 x Malekutu (Ref.: M/EH/29)
13 x Driekoppies (Ref.: D/EN/30)
10 x Tonga (Ref.: T/EN/31)
13 x Umjindi Cost Centre (Ref.: UCC/EH/32)
1 x Chochocho (Ref.: CHO/BOH/33)
4 x Malamule (Ref.: MAL/BOH/34)
30 x Mashishing Cost Centres (Ref.: MASH/BOH/35)
1 x Sabie (Ref.: RW/S/36),
2 x Godide (Ref.: RW/GO/37).

Requirements: Grade 10 Certificate with no work experience.

Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

Responsibilities: Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

Post : Assistant Boiler Operator (4 x Posts)
Level : 2
Salary : R 131 265 pa
Centre : 2 x Standerton Hospital (Ref.: BO/SH/38)
2 x Embhuleni Hospital (Ref.: BO/EB/39)

Requirements: Grade 10 Certificate with no work experience.

Knowledge, Skills and Competencies: Knowledge of Occupational Health and Safety (OHS Act). Candidate must be willing to work overtime and be on stand-by.

Responsibility: Assist with recording of readings. Trimming of coal and ash removal. Cleaning of boiler and boilers house. Regular maintenance of ash trolleys, Apply chemical brine tank and water filter.

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 01 January 2021, should an application be received using the incorrect / old application for employment form (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 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 representability 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.

ENQUIRIES

Mr JV Ntimba: 013 766 6667
Mr SI Mazibuko: 013 766 6961

APPLICATION: Applications quoting correct reference number must be addressed (attention) to: Head of Department.

Applications must be posted to:

The Head of Department,
Department of Public Works, Roads and Transport
Private Bag X 11310
Mbombela,
1200

HAND DELIVERY: HEAD OFFICE

Riverside Government Complex
No. 7 Government Boulevard, Riverside Park,
Extension 2, Mbombela, Building No 9 Visitors Center

HAND DELIVERY: DISTRICT OFFICES

Ehlanzeni District: 14 Bester Street, Mbombela, opposite Police Station
Bohlabela District: 101 Main Road, Thulamashe next to Graveyard
Gert Sibande District: Batho Pele Bld, Ermelo, Cnr. Robertson & Joubert Str.
Nkangala District: KwaMhlanga Government Complex, Building No. 7

CLOSING DATE: 07 MARCH 2025 AT 12H00

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"Let's Grow Mpumalanga Together"