EXTERNAL ADVERT

Career opportunities, 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 providing 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-General: Public Infrastructure
Level : 15
Salary : R 1 885 710 p/a (all-inclusive package)
Centre : Head Office
Ref. : (DDG/PI/01)

Requirements: A Grade 12 certificate and an NQF Level 8 qualification in the Built Environment, or an equivalent qualification in a related field, as recognised by SAQA. Extensive relevant experience in the built environment is required, of which at least eight (8) years must be at a Senior Management Service (SMS) level. Extensive demonstrable experience in leading or managing the planning and design of public infrastructure will be an added advantage. Appointment is subject to the signing of a performance agreement and financial disclosure. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry.

Knowledge, Skills and Competencies: Knowledge in Programme and Project Management. The candidate should have ability to interact at both strategic and operational level. Good interpersonal relationships and negotiation skills are imperative. The candidate should have an understanding and functional knowledge of the following legislative policies Property Management and Construction, as well as relevant prescripts such as the Giama

Responsibilities: Provide strategic leadership and oversight for the planning, development, maintenance, and management of building infrastructure within the Province, including the delivery of facilities for the Education and Health sectors. Provide strategic direction for the planning, implementation, maintenance, and management of road infrastructure across the Province to support service delivery and economic development. Oversee and manage the implementation of the Expanded Public Works Programme (EPWP) and ensure the effective management, utilisation, maintenance, and compliance of the Provincial Immovable Asset Management portfolio. Ensure the effective governance, financial management, policy implementation, and performance management of all programmes within the Branch: Public Infrastructure to achieve departmental strategic objectives.

ENQUIRIES: Ms PN Mokhotla @ 013 766 6780
e-Recruitment Mpumalanga

Post : Administrative Support And Coordination (Office of the MEC)
Level : 11
Salary : R932 292 pa (All-inclusive package)
Centre : Head Office
Ref. : ADS&C/02

Requirements: 12 Certificate plus a 3-year A recognized B Degree / B-tech Degree National Diploma, (NQF Level 7) in Public Administration/ /Public Management or Business Management (**NQF LEVEL 7 as recognised by SAQA).** plus relevant working experience of which (03) three years should be at a junior management level. A valid driver's licence

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.

Responsibilities: 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.

ENQUIRIES: Ms PN Mokhotla @ 013 766 6780
e-Recruitment Mpumalanga

Post : Assistant Director Office of the Head of Department
Level : 09
Salary : R 487 197 p/a
Centre : Head Office
Ref : (AD/HO/ 03)

Requirements: Grade 12 plus a 3-year Bachelor`degree/ National Diploma in Public Management / Business Administration. **(NQF level 6 Degree as recognized by SAQA)** plus 3- years' relevant experience in administrative support to Executive Senior Management Offices and valid driver's license.

Knowledge, Skills and Competencies: A proven track record and good understanding of the Executive Senior Management Offices, innovative thinking, problem solving, interpersonal relations and understanding of legislations that govern government. Ability to understand documents process flow and an electronic diary system. The candidate should have excellent verbal and written communication skills, organizing and planning skills, computer literacy (MS Office package) and Good Telephone etiquette communication skills, high sense of responsibility, Computer literacy, strong knowledge of Legislative prescripts governing. Public Service, Proven Management & Administrative skills, analytical skills. Report writing.

EXTERNAL ADVERT

Responsibilities: Management of the HOD's diary, attend to day to day correspondences in the office of the HOD, proof read incoming and outgoing of documents before dispatched to relevant persons/ sub-branches. Safe keeping of official sensitive documents. Facilitate the compiling and submission of reports to relevant offices. Coordinate HOD's meeting with all relevant stakeholders. Attending to the HOD's personal chores, management of staff. Facilitate the submission of MINMEC reports and Cabinet reports to Exco .

ENQUIRIES: Mr SI Mazibuko @ 013 766 6961
e-Recruitment Mpumalanga

Post : Administrative Officer / Personnel Assistant to the Office of the HOD
Level : 7
Salary : R338 106 pa
Centre : Head Office, Mbombela
Ref. : (AO/PA/HO/104)

Requirements: Grade 12 plus National Diploma in Public Management/Administration (NQF Level 6), plus a minimum of three years working experience in Secretarial Administration relevant experience in Secretarial Administration and extensive relevant experience.

Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage. Shortlisted candidates will be subjected to a typing test.

Responsibilities: Serve as an entrance in the office of the HOD. Manage the office and personnel in the HOD's office. Effectively manage the budget of the HOD's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the HOD. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders. Consolidate reports. Remind programs about submission of reports. Keep records in the Office of the HOD.

ENQUIRIES: Ms. P.I. Komanisi: 013 766 6828
e-Recruitment Mpumalanga

NOTE: Applications must be submitted online through the link erecruitment.mpg.gov.za,

A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated).

(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 shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

The first two recommended candidates for Senior Management Service posts will be subjected to oral interviews, technical and competency assessment.

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 disclosure 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 provide equal opportunities and practice 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

Ms PN Yingwane @ 013 766 6780
Mr SI Mazibuko @ 013 766 6961
Ms PI Komanisi @ 013 766 6828

CLOSING DATE

15 December 2026 AT 24h00

"Mupumalanga, a Province that works for all"

public works, roads & transport
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

ONE CONSTITUTION, ONE NATION
REFLECT. RENEW. RECOMMIT.

MPUMALANGA
THE PLACE OF THE RISING SUN