



# MPUMALANGA PROVINCIAL ADMINISTRATION



The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

## POST 2022/23/04 : CLERK OF THE CONSUMER COURT - REF: DEDT 2022/23/04

- SALARY** : R 744 255, 00 per annum (Salary Level 11), total cost to employer that consists of basic salary, state contribution to Government Employees Pension Fund and flexible portion that an employee may structure according to his or her personal needs.
- CENTRE** : Ehlanzeni Regional Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Law/Business Management/ Public Management or equivalent qualification with three (03) years relevant work experience at Assistant Director level. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. A valid driver's licence.
- COMPETENCIES** : The preferable candidate must display the following competencies at competent Levels: Strategic Capability, Leadership, Programme, Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
- DUTIES** : Manage records keeping of consumer hearings in terms of Mpumalanga Consumer Affairs Act. Manage the compilation of monthly, quarterly and annual reports. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources.
- ENQUIRIES** : **Ms Fikile Sibiyi @ (013) 766 4490**  
*Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply*

**APPLICATION** : **Applications quoting reference number must be addressed to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism, Private Bag X11215 Nelspruit 1200 or delivered Nokuthula Simelane Building, N0 7 Government Boulevard Riverside Park Extension 02 Mbombela 1201**

**CLOSING DATE** : **30 September 2022 @ 16h15**

**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](http://www.dpsa.gov.za/dpsa2g/vacancies). 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 MMS posts will be subjected to a generic managerial competency assessment; and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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.

**ENQUIRIES** : **Mr Vusumuzi Hlatshwayo @ 013 766 4164**