



EXTERNAL ADVERTISEMENT

Mpumalanga Economic Growth Agency (MEGA) is a Schedule 3D public entity of government in terms of the Public Finance Management Act, established by MEGA Act No 1 of 2010 under the executing authority of the Mpumalanga Department of Economic Development and Tourism (DEDT). The entity is mandated to champion sustainable economic development investments and empowerment projects that transform the lives of the people, reduce poverty, unemployment, and redress human settlement inequalities in Mpumalanga Province. MEGA is an entity undergoing organizational repositioning and transformation to implement the economic investment and empowerment strategy of the Mpumalanga Provincial Government.

MEGA seeks to recruit suitably qualified individuals to fill the following positions:

1. POSITION: MANAGER SCM PERFORMANCE MANAGEMENT AND CONTRACTS

Reference code	FIN2022/04/02
Type of employment	PERMANENT
Objective	To lead and direct the contract management functions and negotiate the terms and conditions in contracts, documenting and agreeing on any changes or amendments that may arise during its implementation.
Required minimum qualification	Bachelor's Degree in Finance, Law, and Business Administration. Postgraduate qualification in Supply Chain Management/Procurement or equivalent qualification will be an added advantage.
Graded	<ul style="list-style-type: none"> D2
Required minimum work experience	3-6 years of experience in a Supply Chain Management/ Procurement role

Technical knowledge	<ul style="list-style-type: none"> • Excellent knowledge and understanding of development finance • Excellent knowledge and understanding of the Supply Chain and Treasury Regulations • Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; FIS Act 2002. Companies Act, PFMA, Tax legislation) • Excellent Knowledge and understanding of corporate governance. • Excellent knowledge of the MEGA Act
KPA's	<ol style="list-style-type: none"> 1 Coordinate and lead the design of the Procurement Contract Management strategy and guide its implementation plan in alignment with the medium and long-term strategy of the Supply Chain management. 2 Conduct negotiations on contract terms and conditions of the contract solutions to manage conflicts and/or problems and allow an opportunity for the identification and early resolution of potential disputes. 3 Manage and monitor activities and performance of contractors and subcontractors through conducting audits on the quality of service provided through personal interaction with the supplier and/or service providers on an ongoing basis and establishing timeous corrective action. 4 Manages relationships with vendors, suppliers, and contractors that facilitate smooth flow of services to MEGA and introduces process improvements in the supply chain unit, and identifies new vendors and/or suppliers. 5 Prepare and promote adherence to the procurement contract management operational processes and systems by facilitating seamless procurement contract management processes and integrative systems through liaison with ICT. 6 Manage the Contract management human resources. 7 Manage the implementation of the short- and long-term budgets for the procurement unit and its activities, monitor budget expenditures, and assure adherence and evaluate performance. 8 Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or per operational requirement.
Competencies	
Leadership Competencies <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler: Provides and inculcates a high-performance environment. • Emotional Intelligence • Alliance & Partnership Building 	Core Competencies <ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organisational Commitment • MEGA results focus

Generic Competencies	
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- Persuasive Negotiations
- Project Management
- Impact Communication
- Financial Management
- Commitment to learning

2. POSITION: SENIOR MANAGER - OFFICE OF THE CEO

Reference code	OCEO2022/04/01
Type of employment	PERMANENT
Objective	To provide comprehensive strategic support to the Office of the CEO and coordination of all strategic deliverables by executive management to the CEO.
Required minimum qualification	<ul style="list-style-type: none"> • B. Degree in Business Management/ Finance/ Administration/ Economics or equivalent qualification
Graded	<ul style="list-style-type: none"> • D4
Required minimum work experience	<ul style="list-style-type: none"> • 4-6 years of experience in the field of discipline • 4 years of those years must have been spent in the Corporate or Development Finance Institution as a manager or Specialist.
Functional knowledge	<ul style="list-style-type: none"> • Extensive experience in the development finance • Knowledge of Internal Audit; • Knowledge and understanding of the PFMA and National Treasury Regulations, and other related legislation • Knowledge and understanding of risk management; • In-depth knowledge and understanding of corporate governance for public entities; • Report Writing • Coordinating and collating management inputs and progress reports, especially against statutory plans, audit reports, or risk mitigation strategies • Engaging and interacting with the Board and executives • Analytical Skills

<p>KPA's</p>	<ol style="list-style-type: none"> 1. To participate in and support MEGA's Corporate Strategy initiatives and partner with Executive Management to formulate and implement innovative ways to improve the execution of the Corporate Strategy. 2. Manages the CEO's administrative staff. 3. Establish, develop and facilitate networks with other Development Financing Institutions with the intention to share knowledge and promotion of best practices that MEGA shall incorporate to enhance improvements for excellent performance, self-sustainability, and attain its objective of being an Employer of Choice with measurable high-performance behaviour. 4. Guides the CEO's Office compliance with governance and risk management. 5. Initiates, develop, builds, and sustains business partnerships; critical stakeholders' relations (e.g. suppliers, government, and businesses) in order to ensure that the Office of the CEO's objectives is attained. 6. Assists the CEO with the preparation of the division's financial budget (capital and operational) and ensures sound financial accountability; compliance and accurate accounting and reporting that results in the division's financial reports. 7. Manages and coordinates EXCO, tactical and strategic Meetings of MEGA. 8. Provides an oversight role in the development of all the reports that MEGA must issue annually including the Annual Financial Report. 9. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with the operational requirement.
<p>Competencies</p>	
<p>Leadership Competencies</p> <ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Performance Enabler: Provides and inculcates a high-performance environment. • Emotional Intelligence • Alliance & Partnership Building 	<p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and ethical behaviour • Innovation and initiative • Customer focus and loyalty • High Performing Organisation • Organisational Commitment • MEGA results focus
<p>Generic Competencies</p> <ul style="list-style-type: none"> • Project Management • Impact Communication • Financial Management • Commitment to learning 	

3. POSITION: FUNDING - SENIOR ADMINISTRATOR

Reference code	FUN2022/04/06
Type of employment	PERMANENT
Objective	To provide an efficient and efficient administrative and office management support to the Funding Division and coordinate all administrative activities of the division.
Required minimum qualification	3-year qualification in Office Administration, Business Administration, or equivalent
Graded	C2
Required minimum work experience	<ul style="list-style-type: none"> • 6-8 years experience in office management and or funding administration • 5 years experience in executive support and/or funding administration
KPA's	<ol style="list-style-type: none"> 1. Coordinate and support the General Manager's office and the funding division as a whole by ensuring that: <ul style="list-style-type: none"> • All administrative functions are efficiently and effectively carried out; • The obligations of the GM are fulfilled through proper planning, organising, and diary management ; • Responses to correspondence and requests, electronically and hardcopy and prepare with relevant information for the GM's signature; and • Logistical functions are efficiently provided. 2. Implement a document management system and ensure that records management prescripts are implemented in the GM's office and the entire Division. This includes: <ul style="list-style-type: none"> • Implementing systems as directed by the records management legislation; • The electronic capturing and hard copy filing of contracts, correspondence, reports, etc.; and; 3. Implement a follow-up system internally and externally to ensure that the GM meets divisional obligations and tracks progress in the various divisional projects. 4. Liaise with other administrators in the division and entity to facilitate seamless and integrated support to management for the achievement of divisional goals. 5. Provide induction, mentoring, and coaching service to new administrators in the division. 6. Handle the daily administrative functions of the portfolio. 7. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with the operational requirement.

Competencies

Functional Knowledge

- Understanding of general administrative practices and relevant electronic software packages
- Understanding of Funding environment and administrative requirements thereof
- Understanding of unit/divisional goals, targets, and measures
- Basic Knowledge of the procurement process
- Understanding of the PFMA and National Treasury Regulations, and other related legislation
- Knowledge of the MEGA Act

Administration Competencies

- **Analytical and Problem Solving:** Systematic problem analysis and generation of ideas by using several analytical techniques to generate concepts, and plans and find different ways to solve task-related problems to ensure excellent performance; while actively and diligently working to resolve such issues using development solutions.
- **Quality Concern and Accuracy:** Proactively monitors data and information and corrects weaknesses to maintain high-quality standards in one's area of work; points out quality discrepancies to others and attends to personal deficiencies promptly, and enthusiastically guides others to adhere to such standards by instilling to others standards of excellence and quality at all times
- **Planning and Organising:** Develops integrated plans and uses best-practice tools to achieve outstanding results; initiates and implements collaborative resourcing, usage of efficiency tools to achieve prioritised tasks and projects within scheduled times; and continually communicates tasks and projects progress, challenges, and proactively re-organises tasks on key priorities and quality results within scheduled periods;
- **Teamwork:** Contributes to self and others' empowerment by stretching self to achieve goals; inspires personal creativity to do one's best to achieve recognizable performance results; and fosters the growth of people, empowers them to better meet organisational needs, and nurtures a work environment of greater job satisfaction.

Core Competencies

- **Integrity and ethical behaviour:** Sets High ethical standards and leads by example.
- **Innovation and initiative:** Develops high-impact approaches through research.
- **Customer focus and loyalty:** Acts as trusted service provider/ advisor and monitors customer satisfaction
- **High Performing Organisation** Creates a performance and accountability culture and holds others accountable for it.
- **Organisational Commitment:** Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.
- **Results focus:** Steadfast and relied upon by customers and internal team

General Clusters

- **Project Management:** Co-ordinates and manages single to multiple projects successfully
- **Impact Communication:** Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.
- **Financial Management:** Manages all financial resources actively, facilities, and assets to ensure maximum benefit, value for money, and manageable risks.
- **Commitment to learning:** Systematically applies personal learning and supports others' development.

FIXED-TERM CONTRACT WORKERS

4. POSITION: DEMAND & ACQUISITION OFFICERS (2 positions)

Reference code	FIN2022/04/03
Type of employment	2 YEARS FIXED – TERM CONTRACT
Objective	To provide support to the supply chain management services to ensure effective and efficient sourcing and acquisition of goods and services for MEGA in compliance with the PFMA and Supply Chain Management Regulations
Required minimum qualification	Tertiary qualification(s), equivalent to NQF level 6 in Finance/Commerce/Supply Chain Management/Procurement/Law/Office Management and Technology
Experience	Minimum experience of one (1) year in Supply Chain Management
Technical knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the Supply Chain and Treasury Regulations.
KPA's	<ol style="list-style-type: none"> 1. Assist the Procurement Manager in the development of the Procurement strategy by providing inputs based on collected information regarding collaborative demand plan per business division. 2. Prepare all the documentation relevant for the Bid Specification Committee and ensure that all relevant Standard Bid documents are adhered to. 3. Provide administrative support during bid processes such as Bid Evaluation Committee and Bid Adjudication Committee. 4. Prepare, manage and maintain all records of purchased goods ensuring that these are always updated data such as information about supplier's products and prices. 5. Collate and prepare minutes of various committees and ensure that all minutes are accurately captured and submitted to the manager timeously.
Competencies	
Core Competencies	<ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • Results focus • Organisational Committee

Generic Competencies

- Project Management
- Impact Communication
- Communicates emphatically and enthusiastically.
- Financial Management
- Commitment to learning

5. POSITION: MANAGEMENT ACCOUNTING OFFICER

Reference code	FIN 2022/04/05
Type of employment	2 YEARS FIXED – TERM CONTRACT
Objective	To provide administrative support to the unit
Required minimum qualification	3-year qualification equivalent to NQF level 6 in Finance / Accounting
Experience	<ul style="list-style-type: none"> • Minimum experience of one (1) year in Expenditure & Revenue Management
Technical knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the Treasury Regulations.
KPA's	<ol style="list-style-type: none"> 1. Assists in providing guidelines and/or guidance on the application of procedure, implementing remedial measures and/or corrective action to align performance and output against agreed standards 2. Provides support with regards to the consolidation of management accounting information to facilitate the production of Financial Statements. 3. Prepares monthly management accounts and explanations to support specific deviations. 4. Assist with the allocation of cost codes and budget confirmation on the requisitions 5. Investigate any misallocations on the Trial balance and prepare a reconciliation Journal. 6. Interacts with the internal and/or external auditors and makes available information, supporting documentation, and proofs of approval guiding specific recordings. 7. Carries out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements of the unit and the finance division
Competencies	
Core Competencies	<ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • Results focus • Organisational Committee

Generic Competencies

- Project Management
- Impact Communication
- Communicates emphatically and enthusiastically.
- Financial Management
- Commitment to learning

6. POSITION: ASSET MANAGEMENT OFFICER

Reference code	FIN2022/04/04	
Type of employment	2-YEARS FIXED TERM CONTRACT	
Objective	To provide administrative support to the asset management unit	
Required minimum qualification	3-year qualification equivalent to NQF level 6 in Finance / Accounting	
Experience	<ul style="list-style-type: none"> • Minimum experience of one (1) year in Asset Management 	
Technical knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the Treasury Regulations. 	
KPA's	<ol style="list-style-type: none"> 1. Maintain fixed asset, investment property, and biological asset registers 2. Assessing and monitoring safeguards to ensure their compliance and report situations of non-compliance 3. Assists with coordination of the acquisition of assets 4. Supports the implementation of Risk Management practices for asset management and assists in the management of the transfer of assets for corporate divisions 5. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements of the unit and the finance division. 	
Competencies		
Core Competencies	<ul style="list-style-type: none"> • Integrity and ethical behavior • Innovation and initiative • Customer focus and loyalty • Results focus • Organisational Committee 	
Generic Competencies	<ul style="list-style-type: none"> • Project Management • Impact Communication • Communicates emphatically and enthusiastically. • Financial Management • Commitment to learning 	

SUBMISSION OF APPLICATIONS:

Interested candidates should submit an application stating reference number, a detailed CV, and copies of qualification(s) and identity document to Human Capital Management e-mail address: recruits@mega.gov.za or hand-deliver to Human Capital Management, ABSA Square Building, 20 Paul Kruger Street, NELSPRUIT.

REMUNERATION

MEGA offers a competitive remuneration and benefits package that may be negotiable based on qualifications, experience, and evidence of the current remuneration package of the successful candidate.

Enquiries: Ms. Lindi Tshabalala, 013 755 6328, or Elsie Ramodike

Closing date for applications: 30 May 2022 @ 16h00. No late application will be considered

MEGA is an equal opportunity and affirmative action employer. Preference will be given to applicants whose appointment will advance and enhance the gender and racial representation of the entity, in accordance with its equity plan. Applicants who have not been contacted within 60 days of the closing date may assume that their applications have been unsuccessful.