



## 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: RECEPTIONIST (MBOMBELA)

<b>Reference code</b>	<b>CS2024/05/13</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To provide high quality, professional reception and customer service to MEGA's Clients and staff, operate a multi-line telephone system to answer incoming calls, and complete a variety of administrative duties in receiving and directing clients into MEGA offices.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>Grade 12 certificate; and NQF level 5 certificate in Office Administration/Marketing/Public Relations or equivalent.</li> </ul>
<b>Graded</b>	B4
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>1-2 years experience as a Receptionist and/or Administrator; of which</li> <li>1 year has been as a Switchboard and/or Front Desk Administrator</li> </ul>

<b>Key Performance Areas and Outputs</b>	<p>1. Performs reception functions by ensuring that:</p> <ul style="list-style-type: none"> <li>• A high level of professionalism is maintained at all times, ensuring that the highest level of quality of customer service is provided to all clients, staff, and visitors;</li> <li>• All reception functions such as attending to telephone calls, taking accurate messages and relaying them timely to relevant people as well as assisting in resolving all enquiries with the utmost professionalism are carried out;</li> <li>• All visitors are provided with positive, friendly, and pleasant service through utilising excellent presentation and communication skills; and</li> <li>• Answer questions about the organisation and provide callers with address, directions, and other information relevant at all times.</li> </ul>
	<p>2. Manage the reception area and ensure that is clean, well-kept, and organised such that it provides a corporate image and professionalism of MEGA as a DFI organisation; by: -</p> <ul style="list-style-type: none"> <li>• Providing friendly and useful information to all people who enter MEGA premises;</li> <li>• Accurately providing and explaining MEGA services to those that make enquiries telephonically and personally; and</li> <li>• Handling all information with a high level of confidentiality and professionalism to raise the confidence of clients, and staff and elevate MEGA's image as an Employer of Choice.</li> </ul>

	<p>3. Implement a document management system and ensure that records management prescripts are implemented at the Reception desk. This includes:</p> <ul style="list-style-type: none"> <li>• Following procedures; monitoring logbook to ensure security procedures are adhered to;</li> <li>• Maintaining a safe and clean reception area by complying with procedures, rules, and regulations;</li> <li>• Continuity among work teams by documenting and communicating actions and irregularities and any form of activities that are unbecoming for MEGA; and</li> <li>• Contributing to team effort by accomplishing related results as needed.</li> </ul>
	<p>4. Implement a follow-up system internally and externally to ensure that the Senior Administrator meets divisional obligations and tracks progress in the various divisional projects.</p>
	<p>5. Liaise with other administrators in the division and organisation to facilitate seamless and integrated support to management for the achievement of divisional goals.</p>
	<p>6. Handle the daily administrative requirements by:</p> <ul style="list-style-type: none"> <li>• Distributing mail and operating the fax; and</li> <li>• Ensure proper utilization and maintenance of the operating machinery and equipment used at the reception.</li> </ul>
	<p>7. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirements.</p>
	<p><b>Competencies</b></p>

<b>Functional Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge and understanding of the Archiving Act</li> <li>• Basic knowledge of Records and document management systems and procedures</li> <li>• Basic knowledge of the various Filing Systems and Principles</li> <li>• Basic knowledge and understanding of Labour Law, SA Constitution, OH&amp; Safety law, Labour Relations Act and related laws</li> <li>• Understanding MEGA and its Regulatory Act</li> <li>• Basic knowledge and understanding of risk management;</li> <li>• In-depth knowledge and understanding of corporate governance;</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Administration Competencies</b>	<b>Analytical and Problem Solving:</b> Systematic problem analysis and generation of ideas by using several analytical techniques to generate concepts, 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.	Level 5
	<b>Quality Concern and Accuracy:</b> Proactively monitors data and information and corrects weakness 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	Level 5

	<b>Planning and Organising:</b> Develops integrated plans and uses best practice tools to achieve outstanding results; initiates and implements collaborative resourcing, and 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;	Level 5
	<b>Teamwork:</b> Contributes to self and others' empowerment by stretching self to achieve goals; inspires personal creativity to do one's best to achieve recognisable performance results; fosters the growth of people, empowers them to better meet organisational needs, and nurtures a work environment of greater job satisfaction.	Level 4
<b>Core Competencies</b>	<b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.	Level 5
	<b>Innovation and initiative:</b> Develops high-impact approaches through research.	Level 5
	<b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.	Level 5
	<b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.	Level 5
	<b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.	Level 5
	<b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.	Level 5
<b>General Cluster</b>	<b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully	Level 4
	<b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.	Level 5

	<b>Financial Management:</b> Manages all financial resources actively, facilities, and assets to ensure maximum benefit, value for money, and manageable risks.	Level 4
	<b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.	Level 5

## 2. POSITION: FUNDING ANALYST (NKANGALA)

<b>Reference code</b>	<b>FUN2024/05/11</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To provide financial and non-financial support to businesses and individuals for SMME, Agriculture and Housing Applications contributing to the attainment of strategic objectives and goals of the division by completing and coordinating the loan process on behalf of the client from the commencement of the process to monitoring and repayments. Provides non-financial support to clients in the form of facilitating training and liaison with other stakeholders to support the growth and sustainability of the client's business.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• Three (3) year Degree in Business Management / Finance / Economics / Agricultural Science, or an equivalent qualification in a related field.</li> <li>• A postgraduate qualification in a related field is an added advantage</li> </ul>
<b>Graded</b>	C5
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• Three (3) years' experience in Finance or Agricultural Development or Business Management/Administration or Banking.</li> </ul>

<b>Core Competences</b>	<ul style="list-style-type: none"> <li>• Ability to conduct viability analysis of a business proposal and identify development and growth opportunity.</li> <li>• Ability to analyse, interpret financial and bank statements, and conduct basic financial modelling (structuring).</li> <li>• Ability to diagnose business needs, develop SMART recommendations and follow through.</li> <li>• Excellent report writing.</li> <li>• Ability to acquire and apply industry-specific knowledge regarding technical requirements, regulations, operational standards applicable in sectors targeted by MEGA.</li> </ul>
<b>Core Skills</b>	<ul style="list-style-type: none"> <li>• Financial Modelling, Project Management, Communication including Power Point Presentation</li> </ul>
<b>Performance Control</b>	<ul style="list-style-type: none"> <li>• Progress reports submitted timely.</li> <li>• Turn-around time</li> </ul>
<b>Critical Knowledge and Attributes</b>	<ul style="list-style-type: none"> <li>• Knowledge of MEGA's loan products, application process including tools, funding policy and procedures.</li> <li>• Working knowledge of regulations i.e. NCA, Companies Act etc.</li> <li>• Awareness of sectoral development policies and programmes in Mpumalanga Province.</li> <li>• Good internal and external customer relations.</li> <li>• Results focussed and, appreciating the application of technology.</li> <li>• Concern for attention to detail and accuracy.</li> <li>• Ability to work with Microsoft Office, Word, Excel, Access and electronic communication</li> </ul>
<b>Key Internal Influencers</b>	<ul style="list-style-type: none"> <li>• Regional Finance Manager</li> <li>• Senior Manager or General Manager: Funding Division</li> <li>• Finance Department (mainly Debtors Administration)</li> <li>• Legal department, Trade and Investment</li> </ul>
<b>Key External Influencers</b>	<ul style="list-style-type: none"> <li>• DEDT.</li> <li>• Provincial and National DFI's.</li> <li>• South African Statutory Institutions.</li> <li>• Provincial Government Departments and Local Governments.</li> </ul>

<p><b>Key Performance Areas and Outputs</b></p>	<p>Ensure implementation of the development strategy of the Funding Division to grow the customer base and loan book.</p> <ul style="list-style-type: none"> <li>• Providing funding solutions on products and services, tools and systems and guiding applicants throughout the application process.</li> <li>• Presenting accurate business and home loan advice to potential applicants in relation to MEGA's funding criteria in relation to economic sectors, industry and generic business regulations including statutory requirements.</li> <li>• Introducing the client to contacts pertaining to alternative sources of support to entrepreneurs outside of the organisation.</li> <li>• Providing advice on funding division's suite of products and services; including funding criteria, application requirements.</li> <li>• Promoting the products' offering to target market.</li> <li>• Actively follow leads generated and present the business and products available at relevant forums.</li> <li>• Follow up with municipalities relating to potential business for the organisation</li> </ul>
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	<p>2. Plan and execute the deal generation process by evaluating the viability of business proposals and housing applications, thereon providing precise and expert advice or recommendations over potential investments for MEGA.</p> <ul style="list-style-type: none"> <li>• Conduct screening of business proposals and housing loan applications against minimum qualifying criteria, including credit checks and communicate findings.</li> <li>• Conduct basic assessment by analysing business proposals in terms of the market, finance, technical requirements, and including financial analysis and present findings to the Manager Regional Finance with appropriate recommendations.</li> <li>• Conducting affordability assessment by analysing personal income and expenditure, financial and/or bank statements, technical requirements, and present findings with appropriate recommendations to the Manager.</li> <li>• Develop a comprehensive due diligence scope and conduct due diligence of the application and the viability of the business that is making the application.</li> <li>• Based on prescribed parameters, negotiate terms and structure loan pricing within the MEGA funding policy and financial risk.</li> <li>• Run financial modelling and analysis via the financial modeling system, detailed verification of data, conditions and documents and report findings and recommendations to the Manager.</li> <li>• Prepare a recommendation report relating to the viability of the loan based on the full due diligence conducted.</li> <li>• Applying sector knowledge for accurate viability assessment and compliance to sector or industry-specific requirements and regulations i.e. operational standards, regulations, and technical requirements for SMME's, Agriculture, Co-operatives and Housing.</li> </ul>
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	<p>3. Implement and action approved Loans in accordance with terms and conditions of approval including compliance to policies and relevant statutes.</p> <ul style="list-style-type: none"> <li>• Communicating outcomes of the application on its terms and conditions, and requirements of the facility.</li> <li>• Implementing conditions precedents applicable to loan and grant funding including cession agreements including stop/debit order facilitation.</li> <li>• Facilitating development of funding agreements by providing accurate information and documents, then reviewing such agreements for correctness and facilitate signing of contracts.</li> <li>• Conducting site inspections, receive and review progress valuation reports from property valuers, and receive compliance certificates to enable timely progress payments.</li> <li>• Initiating the registration of securities including mortgage bonds and safekeeping of security documents.</li> <li>• Prepare disbursement requests for approval and monitor loan and grant fund draw-downs for correct decision-making.</li> </ul>
	<p>4. Implementation of Approved Projects on Allocated Clients by the Provincial Government and or partnership with other organizations</p> <ul style="list-style-type: none"> <li>• Planning and organising the implementation of approved projects of clients as allocated by the Regional Manager in terms of applicable standard operating procedures, to control operational and financial risks and provide proactive and reactive support by; <ul style="list-style-type: none"> <li>a) Liaising with role players,</li> <li>b) Review and ensure compliance with terms and conditions of the grants including legal and compliance matters,</li> <li>c) Verification of tangible assets identified,</li> <li>d) Financial control on applicable drawdowns,</li> <li>e) Providing support through monitoring and evaluation.</li> </ul> </li> </ul>

	<p>5. Organize and control own client portfolio, and determine non-financial support solutions to protect MEGA's investment and grow a sustainable customer base.</p> <ul style="list-style-type: none"> <li>• Perform continuous needs diagnostics of client's businesses and make appropriate recommendations.</li> <li>• Facilitate implementation of interventions according to recommendations including business linkages.</li> <li>• Monitoring operational business performance in terms of finances, market access, technical and compliance requirements</li> <li>• Providing monthly, quarterly, annual reports on a portfolio of allocated clients and assess performance.</li> <li>• Following up and administering the status of the loan account portfolio.</li> <li>• Initiating claims and/or resolve disputes in the event of excess payments, death, insurance, and account settlements including mortgage cancellation.</li> <li>• Conducting regular follow-ups and take appropriate action against loan defaulters.</li> </ul>
	<p>6. Fostering strategic relationships by engaging stakeholders and potential clients, and positively promote MEGA products and services on various platforms.</p> <ul style="list-style-type: none"> <li>• Professional dissemination of information through accurate verbal or written communication to customers and all stakeholders.</li> <li>• Interaction with customers in line with the customer service charter.</li> <li>• Participating on stakeholder forums, accurately present product and services and upholding positive image of the organisation</li> </ul>

	<p>7. Contribute to determining and achieving goals on the annual performance plans of the Funding Division and support its operational efficiency.</p> <ul style="list-style-type: none"> <li>• Compliance with divisional policies and standard operating procedures including application of tools and systems.</li> <li>• Providing various reports due i.e. status of loan report for own portfolio.</li> <li>• Planning and organising individual tasks.</li> <li>• Participating to the development and implementation of divisional strategy, and operational plans.</li> <li>• Carrying out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement</li> </ul> <p>8. Undertaking and participating in personal learning and development.</p> <ul style="list-style-type: none"> <li>• Active participation into the development of personal plans (PDP), and monitoring individual performance against targets.</li> <li>• Undertaking in skills development interventions and on other well-defined and agreed mechanisms i.e. training workshops, coaching etc.</li> </ul>
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### 3. POSITION: LOAN COMPLIANCE OFFICER (MBOMBELA)

<b>Reference code</b>	FUN2024/05/12
<b>Type of employment</b>	PERMANENT
<b>Objective</b>	Responsible for internal and external risk management, internal audit processes, and implementation of MEGA policies and procedures as well as the submission of regulatory reporting requirements. To be charged with maintaining and improving Funding policies to guarantee that MEGA business processes and transactions follow all relevant legal and internal guidelines.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Business Administration / Compliance Diploma, or related field</li> <li>• A postgraduate qualification in a related field is an added advantage</li> </ul>
<b>Graded</b>	C5

<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• Three (3) years' experience in a compliance role or similar position</li> </ul>
<b>Technical Knowledge /competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of credit analysis and assessment.</li> <li>• Good knowledge of legal requirements and procedures.</li> <li>• Brilliant oral and written communication.</li> <li>• Understanding of PFMA and Treasury regulation.</li> <li>• Strong knowledge of industry processes and regulations.</li> <li>• Commitment to stakeholder processes and accountability.</li> <li>• In-depth knowledge of quality management systems.</li> <li>• Knowledge of MEGA's policies and procedures.</li> <li>• Ability to work with Microsoft Office, Word, Excel, Access and electronic communication.</li> <li>• Knowledge of corporate governance policies and procedures.</li> <li>• Financial Management and budgeting.</li> <li>• Working knowledge of risk management.</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Ethical and principled</li> <li>• Fair and modest</li> <li>• Ability to exert influence</li> <li>• Leadership ability</li> <li>• Analytical</li> <li>• Strategic orientation</li> <li>• Willing to keep learning</li> <li>• Report writing skills</li> <li>• Negotiation skills</li> <li>• Adaptability</li> </ul>
<b>Financial Control</b>	Manage cost against the approved budget
<b>Key Internal Influencers</b>	<ul style="list-style-type: none"> <li>• GM Funding</li> <li>• Manager Post Investment</li> <li>• Legal Services Manager</li> <li>• Creditors Control</li> <li>• Risk Manager</li> </ul>

<b>Key External Influencers</b>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Members of the Public and Customers</li> <li>• Attorneys</li> <li>• Key Industry Legislative Institutions (NCR)</li> <li>• Client Liaison</li> </ul>
<b>Key Performance Areas and Outputs</b>	<ol style="list-style-type: none"> <li>1. Co-ordinate the implementation or Contribute to the implementation of the development strategy of the Funding Division to grow the customer base and loan book. <ul style="list-style-type: none"> <li>• Screening and credit check, analyse both the consumer and businesses and register proper solutions and procedures to prevent and address risks (SMME, Agriculture, Co-op and Housing);</li> <li>• Ensure that findings or inputs are recorded and included in the submissions, submitted by the regional managers;</li> <li>• Facilitate and coordinate the LAC meetings for appraisal in terms of approval mandates;</li> <li>• Facilitate LAC meetings sittings and documenting of proceedings;</li> <li>• Ensure adequate measures and standards that exist to comply with the conditions for the lawful processing of personal information;</li> <li>• Implement and oversee consumers/businesses adhered to the lending regulatory policies and procedures;</li> <li>• Manage and maintain the entire FICA process from the beginning to the end of the loan repayment process;</li> </ul> </li> </ol>

	<p>2. Ensure the implementation of approved investments in accordance with approval conditions and funding policy, to ensure funds are disbursed correctly.</p> <ul style="list-style-type: none"><li>• Prepare loan approval and acceptance letter detailing all conditions precedent to the approval or letter of rejection with reasons for decline for signing according to delegation of authority;</li><li>• Implementation and monitoring of conditions precedent to approvals to all loan funded SMME's, Agric, Co-op and Housing);</li><li>• Facilitating the drafting and signing of loan agreements by applicants and checking the correctness of applicant 's personal information;</li><li>• Facilitate and lodging of the registration of ceded securities i.e. Mortgage Bond, Notarial with Attorneys, Cession, Stop orders, Debit orders etc, and safekeeping of original files and security documents;</li><li>• Ensure that loan approval conditions are met before disbursing funds, liaise and communicate with region i.e., payment of initiation fee and submission of EXCO/Board resolutions, etc;</li><li>• Facilitate the opening of accounts with our Finance department in preparation for disbursement;</li><li>• Protect MEGA from NCR by ensuring compliance and proper communication is adhered to in terms of approvals such as the affordability assessment for both consumers and businesses;</li></ul>
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	<p>3. Disbursement processes to all approved facilities i.e. SMME, Agriculture, Co-op, Housing.</p> <ul style="list-style-type: none"> <li>• Facilitating the disbursement of funds in terms of disbursement procedure and that all the necessary documents are in order, and advise on draw-down limits/balances per approved client from the disbursement spreadsheet;</li> <li>• Register all disbursement requests to the purchase requisition book for payment by Finance;</li> <li>• Monitoring and reporting on loan draw-downs and commitments of the funding portfolio;</li> <li>• Lodging and monitoring the performance of the cession of payments arrangement on bridging finances and times report on irregularities;</li> <li>• Prepare addendums amending signed loan agreements with unused funds to avoid audit queries;</li> <li>• Prepare and write submissions for rescissions of outstanding commitments for EXCO approvals;</li> </ul>
	<p>4. Execute the implementation of Special Projects from programmes of Provincial Government.</p> <ul style="list-style-type: none"> <li>• Vetting and verification of both consumers and businesses in line with NCR and as per the Provincial government list;</li> <li>• Prepare confirmation of approval and acceptance letters for signing by all approved beneficiaries and accept conditions precedent to the approval of their grants;</li> <li>• Prepare grant agreements before it is forwarded to relevant regions for signing by all beneficiaries;</li> <li>• Facilitate the allocation of files and provide information to the Business Advisors on all approved beneficiaries for further verification;</li> <li>• Register all disbursement requests to the purchase requisition book for payment by Finance;</li> <li>• Ensure proof of payment is provided to beneficiaries;</li> <li>• Register all assets purchased on behalf of beneficiaries (Annexure A part of grant agreement);</li> <li>• Safe Keeping of original files for auditing by the internal and external auditors;</li> </ul>



	<p>5. Provide Post Investment support by organising, managing and controlling the client portfolio, and determine non-financial support solutions to protect MEGA's investment and grow a sustainable customer base and monitor Credit Compliance.</p> <ul style="list-style-type: none"><li>• Collating, sharing and archiving client post-funding reports in support of the Annual Performance plan's quarterly reporting requirement;</li><li>• Facilitating and monitoring the issuing of client statements for correctness, and facilitating the updating of incorrect information on statements in liaison with regional offices;</li><li>• Monitoring loan repayments and assisting in issuing regular communication (letters) against loan repayment default using age analysis;</li><li>• Perform regular assessments of all practices to make sure that they comply with the internal and external protocols pre-defined by MEGA</li><li>• Provide support and assistance to internal and external auditors in times of auditing;</li><li>• Monitor outstanding monthly commitments;</li></ul>
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	<p>6. Monitor compliance processes and contribute to determining and achieving goals on the annual performance plans of the Funding Division and support its operational efficiency by monitoring compliance processes.</p> <ul style="list-style-type: none"><li>• Monitoring debtor's portfolio to identify accounts at risk of being in-duplum and prescription and notify regions and management;</li><li>• Facilitate loan rescheduling/restructuring in liaising with regional offices;</li><li>• Facilitating payment arrangements with defaulting clients in liaison with regional offices;</li><li>• Liaising with legal, over intended legal instructions against accounts in default, monitoring progress and reporting on the status of legal recovery;</li><li>• Liaise with collection department on all accounts ( SMME, Agric, Housing);</li><li>• Facilitate and advise on accounts earmarked for ring-fence to be written off;</li><li>• Facilitate the release of securities including cessions of payment arrangements after verifying that all conditions have been met by the client and there are no outstanding payments due, then facilitate refunds for accounts in credit</li><li>• Prepare and facilitate the listing of non-paying clients to the Credit Bureau in terms of compliance regulations and the NCR processes;</li></ul>
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	<p>7. Legislative compliance.</p> <ul style="list-style-type: none"> <li>• Prepare and submit all loans (SMME, Agric, and Housing) report to the National Credit Regulator for quarterly assessment;</li> <li>• Keep abreast of regulatory and legal development governing regulatory compliance</li> <li>• Recommend and implement changes to existing and proposed procedures, policies, and programs, oversee revision, and dissemination of new or updated compliance standards and procedures;</li> <li>• Liaising with credit bureau centres and ensuring subscriptions are valid and completeness of NCR quarterly reports;</li> <li>• Identify credit management risks, develop and implement mitigation strategies;</li> <li>• Work with management to ensure appropriate contingency plans are in place that set guidelines on how to respond to possible compliance breaches;</li> <li>• Demonstrate a working knowledge of applicable compliance regulations and laws, industry trends, and emerging issues and the ability to understand their applicability to risk management strategies and scoping of risk evaluation and monitoring;</li> <li>• Ensure continual monitoring and review of compliance procedures to help identify possible areas where improvement could be made;</li> </ul> <p>8. Undertaking and participating in personal learning and development</p> <ul style="list-style-type: none"> <li>• Participation in skills development interventions, training and workshops, etc;</li> <li>• Participation in the development of personal plans (PDP) going forward;</li> </ul>
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#### 4. POSITION: CLEANER (SECUNDA)

<b>Reference code</b>	<b>CS2024/05/14</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To provide cleaning services, assist in a wide variety of maintenance activities, and address immediate operational and/or safety concerns, and ensure that cleaning machinery or tools are maintained in good working order and are available when needed.
<b>Required minimum qualification</b>	Matric (Grade 12)
<b>Graded</b>	A3
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 1-year work experience in Facilities and/or Property Management</li> </ul>
<b>Key Performance Areas and Outputs</b>	<ol style="list-style-type: none"> <li>1. Cleans MEGA buildings as assigned for the purpose of providing an effective working environment. Common tasks include: <ul style="list-style-type: none"> <li>• Dust furniture, equipment, partitions, walls, etc;</li> <li>• Clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerators, microwaves, etc. in offices, restrooms, breakaway rooms, pause areas, and/or kitchenettes;</li> <li>• Replenish supplies in restrooms, break rooms and kitchen;</li> <li>• Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners;</li> <li>• Empty trash cans and recyclables into disposal areas; and</li> <li>• Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.</li> </ul> </li> <li>2. Identify potential safety or maintenance issues and communicate them to the OHS Officer.</li> <li>3. Handle appropriate special requests from customers in a professional and timely manner.</li> <li>4. Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting</li> </ol>

	5. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirement	
	<b>Competencies</b>	
<b>Functional Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic understanding of Health and Safety Policy</li> <li>• Basic understanding of MEGA Act</li> <li>• Basic understanding of stock management</li> <li>• Basic understanding of administration as it relates to job role</li> <li>• Ability to use basic household repair tools</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Administration Competencies</b>	<b>Analytical and Problem Solving:</b> Systematic problem analysis and generation of ideas by using several analytical techniques to generate concepts, 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.	Level 3
	<b>Quality Concern and Accuracy:</b> Proactively monitors data and information and corrects weakness 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	Level 5
	<b>Planning and Organising:</b> Develops integrated plans and uses best practice tools to achieve outstanding results; initiates and implements collaborative resourcing, and 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;	Level 5

	<b>Teamwork:</b> Contributes to self and others' empowerment by stretching self to achieve goals; inspires personal creativity to do one's best to achieve recognisable performance results; fosters the growth of people, empowers them to better meet organisational needs, and nurtures a work environment of greater job satisfaction.	Level 5
<b>Core Competencies</b>	<b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.	Level 5
	<b>Innovation and initiative:</b> Develop high-impact approaches through research.	Level 5
	<b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.	Level 5
	<b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.	Level 5
	<b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.	Level 5
	<b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.	Level 5
<b>General Cluster</b>	<b>Task Management:</b> Co-ordinates and manages single to multiple tasks successfully	Level 3
	<b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.	Level 2
	<b>Financial Management:</b> Manages all financial resources actively, facilities, and assets to ensure maximum benefit, value for money, and manageable risks.	Level 2
	<b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.	Level 5

## **SUBMISSION OF APPLICATIONS:**

***Interested candidates should submit an application stating a reference number, a detailed CV, and copies of qualifications and identity document to the Human Capital Management e-mail address: [recruits@mega.gov.za](mailto:recruits@mega.gov.za) or hand-deliver to Human Capital Management, MEGA Office Park, 02 Eastern Boulevard, Riverside Mbombela.***

## **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: Elsie Ramodike, 013 492 5818, or Mthokozisi Manzini***

***Closing date for applications: 21 June 2024 @ 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.