



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: GENERAL MANAGER - TRADE AND INVESTMENT PROMOTION
(MBOMBELA)**

Reference code	T&I2025/02/01
Type of employment	5 Year Fixed-term Contract
Objective	To provide advice, facilitation, and the implementation of new, potential and existing investment opportunities to drive revenue generation.
Required minimum qualification	<ul style="list-style-type: none"> • Minimum Bachelor's Degree or equivalent qualification and a postgraduate qualification in Economics/Finance/International Trade/Relation/Social Science or related international development fields.
Graded	E2

<p>Required minimum work experience</p>	<ul style="list-style-type: none"> • 8-10 years of progressive experience in the trade and investment field; • Familiar with trade At / investment treaties and cross-border investment facilitation in Africa and internationally • Previous experience in providing investment facilitation support would be an advantage;
<p>Technical knowledge</p>	<ul style="list-style-type: none"> • Extensive knowledge of domestic and overseas markets • Knowledge of national and international trade regulations • Trade and investment facilitation • Investment processes and practices • Growth and development processes and strategies • Broad understanding of development economics and industrial strategy • In-depth knowledge of business strategy, planning and reporting processes • In-depth knowledge of corporate governance policies and procedures • Working knowledge of the Public Finance Management Act (PFMA) and Treasury regulations • Project management • Very good knowledge of financial management and budgeting • Very good management skills and knowledge working knowledge of risk • Management.
<p>Key Performance Areas and Outputs</p>	<ol style="list-style-type: none"> 1. Provide strategic leadership to the Trade and Investment Promotion division by setting annual objectives for achievement and develop key performance areas and Initiate and implement programmes that ensure the division is staffed appropriately 2. Management and monitor Trade and Investment Promotion services, provide support services, evaluate the performance of assisted organizations, and assess and report on impact of services.

	<p>3. Represent MEGA with stakeholders and potential partners and manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions, etc and represent MEGA at stakeholders and potential partners forums, advise the CEO on partnership agreements, Manage and maintain relationships with strategic stakeholders, such as government departments, financial/funding institutions,</p> <p>4. Leads prepare and manage the division’s financial budget (capital and operational) ensures sound financial accountability; compliance and accurate accounting and reporting that results in the division’s financial self- sustainability.</p> <p>5. Oversee and holistically manages risks of MEGA by developing the risk management strategy and plan to align with the corporate governance requirements to ensure that all risk management processes pertaining to Corporate Services functions and Corporate Governance are planned for; with proper mitigation plans in place.</p>
	Competencies
Leadership Competencies	<ul style="list-style-type: none"> • Business Acumen • Vision and Strategic Focus • Highly analytical • Networking capabilities • Performance Enabler • Emotional Intelligence • Alliance & Partnership Building
Core Competencies	<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

Generic Competencies	<ul style="list-style-type: none"> • Persuasive Negotiations • Project Management • Impact Communication • Financial Management • Commitment to learning
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2. POSITION: TOWN PLANNER (MBOMBELA)

Reference code	PROP2024/11/03
Type of employment	PERMANENT
Objective	To give professional support to management with regard to MEGA's leased properties and new developments.
Required minimum qualification	<ul style="list-style-type: none"> • Bachelor's/B-Tech degree in Town Planning (NQF 7 or higher)
Graded	D1
Required minimum work experience	<ul style="list-style-type: none"> • Registration with SACPLAN as a professional planner • 3-5 years or more in a Town Planning/ Development Planning role

Technical and behavioural competencies required	<ul style="list-style-type: none"> • Knowledge of the property and commercial real estate industry • Knowledge of spatial planning and environmental policy and legislative framework • Knowledge of legislation and regulations guiding commercial property and rental industry • Knowledge and understanding of Corporate Governance and King Code 3 framework • In-depth understanding of the PFMA and National Treasury Regulations and other related legislation • In-depth knowledge and understanding of project risk management • Knowledge of the MEGA Act • Planning and organising • Teamwork • Emotional intelligence • Integrity and ethical behaviour • Impact Communication
Key Internal Influencers	<ul style="list-style-type: none"> • Senior Manager: Property Development
Key External Influencers	<ul style="list-style-type: none"> • MEGA tenants, stakeholders (e.g., other government agencies) and service providers
Key Performance Areas and Inputs	<ol style="list-style-type: none"> 1. Support the Property Portfolio Management function by: <ul style="list-style-type: none"> • Supporting management with the implementation of the various elements of MEGA's property and portfolio management strategy; • Collecting information required to monitor the performance of the property portfolio in line with established benchmarks; • Submitting accurate and complete administrative paperwork in line with legislative and professional requirements.

	<p>2. Handling the Town Planning role through:</p> <ul style="list-style-type: none"> • A guide on the requirements of applicable municipal Spatial Development Frameworks and Land Use Schemes in relation to the company's or development properties. • Design, promote, and administer government plans and policies regarding land use, zoning, public services, community facilities, housing, and transport. • Hold public meetings and provide government, social scientists, lawyers, developers, the public, and special interest groups with advice to formulate and develop land use or community plans. • Recommend approval, denial, or conditional approval of proposals. • Determining the effects of regulatory constraints on projects. • Assessing the feasibility of (project) proposals and identifying necessary changes. <p>3. Provide revenue generation support to management through:</p> <ul style="list-style-type: none"> • Collecting relevant information to assist management in developing appropriate budgets for the property management portfolio; • Ensuring all administrative paperwork is accurate, complete, and submitted timely to various stakeholders; • Provision of information to management to prepare required reports and reviews on financial performance; • Identifying and providing information required to review service contracts to ensure facility management needs are being met and • Implementing best practice processes to increase MEGA's efficiency in developing and managing projects. <p>4. Manage the relevant stakeholders by:</p> <ul style="list-style-type: none"> • Consistently liaising with MEGA clients and stakeholders to ensure that their service needs are met; • Liaising with internal MEGA teams (across Divisions) to ensure that service' flows are facilitated;
<p>The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the role profile, or in accordance with operational requirements.</p>	

3. POSITION: FACILITIES MANAGEMENT OFFICER (MBOMBELA)

Reference code	PROP2024/11/04
Type of employment	PERMANENT
Objective	To support management by handling the leasing and billing processes of MEGA leased properties.
Required minimum qualification	<ul style="list-style-type: none"> National Diploma in Property Management / Real Estate Management or related field.
Graded	C3
Required minimum work experience	<ul style="list-style-type: none"> 2-4 years' experience in property management or related work 2 years' experience in supervisory position.
Key Performance Areas and Outputs	<ol style="list-style-type: none"> Support the Property Portfolio Management function by: <ul style="list-style-type: none"> Assisting management with collecting information that will inform the property management approach; Supporting management with implementation of the various elements of MEGA's property and portfolio management strategy; Collecting information required to monitor the performance of the property portfolio in line with established benchmarks; Ensuring that tenants have the applicable compliance documents related to property, like lease agreements and any other agreements; Ensuring that signed copies are filed and/or archived at MEGA.

	<p>2. Handle the leasing function through:</p> <ul style="list-style-type: none"> • Assistance in gathering information about property market competition in the area to base the property management plan implementation; • Implementing the identified marketing strategies to attract tenants and secure prospective tenants; • Ensuring that lease agreements are in line with the market requirements; • Follow ups on leasing contracts to ensure that they are always in force and facilitate renewals where applicable; • Billing tenants as per lease agreement; • Revenue collection due from the tenants; and • Submitting accurate and complete administrative paperwork in line with legislative and professional requirements.
	<p>3. Assist in resident retention in:</p> <ul style="list-style-type: none"> • Providing assistance to the management team in ensuring that optimum operational management in managing properties is achieved; • Implementing procedures and systems within MEGA guidelines to ensure orderly, efficient workflow; • Implementing resident retention programs as indicated by senior leadership; and • Ensuring that client relations are handled in a professional manner that effectively represents the company; • Liaising with Facilities Management and Finance to ensure that tenants experience high levels of service delivery.

	<p>4. Provide revenue generation support to management through:</p> <ul style="list-style-type: none"> • Collecting relevant information to assist management in developing appropriate budget for the property management portfolio; • Invoicing tenants and record the payments received as per lease agreement; • Collecting the revenue due from the tenants; • Ensuring all administrative paperwork is accurate, complete and submitted timely to various stakeholders; • Provision of information to management to prepared required reports and reviews on financial performance; • Collection and provision of data used to track facility-related budgets, finances, expenditures and purchases; • Identifying and providing information required to review service contracts to ensure facility management needs are being met; and • Implementing best practice processes to increase efficiency. <p>5. Manage the relevant stakeholders by:</p> <ul style="list-style-type: none"> • Consistently liaising with tenants to ensure that their service needs are met; • Liaising with Facilities Management to ensure that services contained in the lease agreement are provided; and • Interacting with management to provide required information and alert them of emergencies and irregular occurrences.
	Competencies
Functional Knowledge	<ul style="list-style-type: none"> • Knowledge of the property and commercial real estate industry within the Province; • Knowledge of legislation and regulations guiding commercial property and rental industry; • Knowledge and understanding of Corporate Governance and King Code 3; • In-depth understanding of the PFMA and National Treasury Regulations, and other related legislation; • In-depth knowledge and understanding of risk management; • Broad understanding of the growth and development strategy and the role of development agencies; • Knowledge of the MEGA Act.

	Behavioural Competences	Benchmark
Administration Competencies	Analytical and Problem Solving: 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
	Quality Concern and Accuracy: 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 in other standards of excellence and quality at all times.	Level 5
	Planning and Organising: 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
	Teamwork: 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 3
	Emotional Intelligence: Displays tenacity, expresses emotional intelligence and espoused values.	Level 5

	Alliance & Partnership Building: Strategically networks to expand relationships and partnerships.	Level 4
Core Competencies	Integrity and ethical behaviour: Sets High ethical standards and leads by example.	Level 5
	Innovation and initiative: Develops high-impact approaches through research.	Level 5
	Customer focus and loyalty: Acts as trusted service provider/ advisor and monitors customer satisfaction.	Level 5
	High Performing Organisation: Creates performance and accountability culture and holds others accountable to it.	Level 5
	Organisational Commitment: Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.	Level 5
	MEGA results focus: Steadfast and relied upon by customers and internal team.	Level 5
General Cluster	Project Management: Co-ordinates and manages single to multiple projects successfully	Level 4
	Impact Communication: Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.	Level 5
	Financial Management: Manages all financial resources actively, facilities, and assets to ensure maximum benefit, value for money, and manageable risks.	Level 4
	Commitment to learning: Systematically applies personal learning and supports others' development.	Level 5

4. POSITION: CARETAKER/ARTISAN (MBOMBELA)

Reference code	PROP2024/11/05
Type of employment	PERMANENT
Objective	To assist the Facilities Management Officer(s) with task assignment and scheduling of building maintenance and supervise the provision of facilities maintenance services as per MEGA's requirements.

Required minimum qualification	A relevant, three-year tertiary qualification (NQF 6) in the fields of Built Environment/Property Management/ Property Finance coupled with relevant experience in the broad field of Facilities Management.
Graded	C2
Required minimum work experience	<ul style="list-style-type: none"> • Minimum 2 years' experience in Facilities Management and/or related work within the broader Built Environment discipline.
Technical and behavioural competencies required	<ul style="list-style-type: none"> • Relevant built environment legislation and related regulations • Basic knowledge of how the built environment operates • Cost analysis, monitoring, and reporting • Occupational Health and Safety legislation • Ability to evaluate (technical) property condition and suggest remedial actions • Good report writing skills • Computer literacy and competence in working with the Microsoft Office software • Organising skills • Ability to work in teams • Leadership qualities including sound ethical practice • People management skills and a commitment to stakeholder involvement • Ability to communicate technical aspects related to facilities management in general • Working interpretation of building plan regulation • Working knowledge of Project Management principles and practice
Key Internal Influencers	<ul style="list-style-type: none"> • Facilities Management Officer
Key External Influencers	<ul style="list-style-type: none"> • MEGA tenants, stakeholders (e.g., other government agencies) and service providers.

Key Performance Areas and Outputs	<p>1. Contribute to the development of a maintenance plan.</p> <ul style="list-style-type: none"> • A weekly, monthly, and annual plan for the maintenance requirements on MEGA's facilities. • Assisting the Facilities Management Officer in developing a repair and maintenance plan according to tenants' needs and MEGA's maintenance budget allocation(s). • Identifying all day-to-day maintenance work and minor repairs to be done on MEGA's facilities. • Manage appointed service providers on MEGA's facilities.
	<p>2. Routine inspections of our facilities.</p> <ul style="list-style-type: none"> • Carrying out routine inspections on MEGA's facilities to identify non-compliance activities on an ongoing basis. • Reporting of all building(s) non-compliance activities to the Facilities Management Officer. • Regular checks that vacant properties/buildings/factories remain in good standing. • Urgently attending to all tenants' queries for escalation to the Facilities Management Officer. • Conduct regular property inspections to ensure compliance with all provisions of valid Lease Agreements signed with MEGA tenants.
	<p>3. Management of rental accounts.</p> <ul style="list-style-type: none"> • Assist the Facilities Management Officer(s) with monthly follow up on the status of tenants' rental accounts. • Receiving all monthly rental statements from Finance and making sure that non-paying tenants receive the monthly statement(s) with a payment reminder letter from the Properties & Infrastructure Division.

	<p>4. Maintaining a safe and secure environment for MEGA's tenants on MEGA's facilities.</p> <ul style="list-style-type: none"> • Reporting all emergency work to the Facilities Management Officer for urgent consideration. • Compiling essential building condition reports for review by the Facilities Management Officer annually, or as and when required. • Supervising cleanliness on MEGA's rental facilities. • Attending to all Health Inspectors inspection reports on our facilities and escalating the concerns to the Facilities Management Office.
	<p>5. Pre-establishment inspections.</p> <ul style="list-style-type: none"> • Open up vacant buildings/factories/properties for applicant inspections and locking them after the inspection is completed .
	<p>6. Human Capital Management</p> <ul style="list-style-type: none"> • To coordinate the functioning of a team of general workers in the maintenance of buildings and grounds. • Promote and solicit employee safety training to create a safe working environment. • Supervise the cleaning staff in our facilities – (order fuel, cleaning materials, new equipment).

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5. POSITION: QUANTITY SURVEYOR (MBOMBELA)

Reference code	PROP2024/11/06
Type of employment	PERMANENT
Objective	To give professional support to management concerning MEGA's leased properties and new developments.
Required minimum qualification	<ul style="list-style-type: none"> • Bachelor's degree in Quantity Surveying or related fields
Graded	D2

Required minimum work experience	<ul style="list-style-type: none"> • Registration with SACQSP as a professional Quantity surveyor • 5 years or more in a similar position • Proven track record of successfully managing project costs
Technical and behavioural competencies required	<ul style="list-style-type: none"> • Knowledge of the property and commercial real estate industry • Knowledge of legislation and regulations guiding the commercial property and rental industry • Knowledge and understanding of Corporate Governance and King Code 3 framework • In-depth knowledge and understanding of project risk management • Analytical and Problem Solving • Planning and organising • Teamwork • Emotional intelligence • Integrity and ethical behaviour • Project Management
Key Internal Influencers	<ul style="list-style-type: none"> • Manager: Property Management
Key External Influencers	<ul style="list-style-type: none"> • MEGA tenants, stakeholders (e.g., other government agencies) and service providers
Key Performance Areas and Inputs	<p>1. Support the Property Portfolio Management function by:</p> <ul style="list-style-type: none"> • Supporting management with the implementation of the various elements of MEGA's property and portfolio management strategy. • Collecting information required to monitor the performance of the property portfolio in line with established benchmarks. <p>Submitting accurate and complete administrative paperwork in line with legislative and professional requirements.</p>

	<p>2. Handling the Quantity Surveying role through:</p> <ul style="list-style-type: none"> • Design, promote, and administer plans regarding project management, project cost estimation, land use, and infrastructure development. • Provide pre-design feasibility advice involving technical and/or economic investigations, thereby enabling a client to decide whether and in what form to proceed. • Hold public meetings and provide government, social scientists, lawyers, developers, the public, and special interest groups with project advice to maximise cost-effectiveness and timeous project execution. • Recommend approval, rejection, or conditional approval of proposals. • Determining the effects of regulatory constraints on projects. • Assessing the feasibility of (project) proposals and identifying necessary changes.
	<p>3. Provide revenue generation support to management through:</p> <ul style="list-style-type: none"> • Collecting relevant information to assist management in developing appropriate budgets for the property management portfolio. • Ensuring all administrative paperwork is accurate, complete, and submitted timely to various stakeholders. • Provision of information to management to prepare required reports and reviews on financial performance. • Identifying and providing information required to review service contracts to ensure facility management needs are being met and • Implementing best practice processes to increase MEGA's efficiency in developing and managing projects.
	<p>4. Manage the relevant stakeholders by:</p> <ul style="list-style-type: none"> • Consistently liaising with MEGA clients and stakeholders to ensure that their service needs are met. • Liaising with internal MEGA teams (across Divisions) to ensure that service' flows are facilitated.

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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 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 February 2025 @ 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.