



## 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 - PROCUREMENT (MBOMBELA)

<b>Reference code</b>	<b>FIN2025/02/01</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To formulate and drive a consistent approach towards all sourcing and purchasing within MEGA, ultimately ensuring that value for money is maximized and cost savings are generated adhering to appropriate formalized policies, compliance and procedures across the Supply Chain unit.
<b>Required minimum qualification</b>	Bachelor's degree in Finance / Business Administration with a post graduate qualification in Supply Chain Management or Procurement or equivalent qualification
<b>Graded</b>	D2
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 3-6 years' experience in a Procurement / Supply Chain Management role</li> </ul>

<b>Key Performance Areas and Outputs</b>	<p>1. Implements the procurement management strategy in alignment with the medium and long term strategy of the Supply Chain Management, by:</p> <ul style="list-style-type: none"> <li>• Managing and implementing systems for internal control that would ensure compliance with procurement terms and conditions in collaboration with the Senior Manager Supply Chain and the CFO;</li> <li>• Developing an appropriate procurement management tools, guidelines and manuals for standardization and knowledge sharing purposes; and</li> <li>• Creating and implementing effective procurement management internal controls.</li> </ul>
	<p>2. Guide the effective use of standard operating procedures in Procurement and elaboration of improvements in systems, procedures and processes, by:</p> <ul style="list-style-type: none"> <li>• Ensuring effective communication between the Supply Chain, Procurement Management and the CFO;</li> <li>• Ensuring that procedures which relate to day-to-day operational requirements are adhered to, and</li> <li>• Implementing specific requirements as per legislation, policy and customer requirements.</li> </ul>
	<p>3. Prepare and drive the procurement implementation plan by collating data and information from the business divisions on their collaborative demand plan per business division, by:</p> <ul style="list-style-type: none"> <li>• Collecting the sourcing needs and requirements across the business divisions and units;</li> <li>• Drawing up the project plans to fulfil different demand plans; and</li> <li>• Implementing the category and commodity segmentation.</li> </ul>
	<p>4. Implement the sourcing strategy for specified category and commodity by maintain sourcing customer satisfaction metrics and collate the sourcing supplier portfolios.</p>

	<p>5. Solicit and gather data and information in order to formulate the procurement approaches by conducting needs assessment, determination of specifications, analysis of the internal needs and available budget, and external market analysis and provide the Procurement manager in order to prepare comparative pricing of goods and services.</p>
	<p>6. Prepare all the documentation relevant for the support to the Bid Specification Committees and ensure that all relevant Standard Bid documents are adhered to. Provide administrative support during bid processes such as Bid Evaluation Committee and Bid Adjudication Committee</p>
	<p>7. Collate and prepare all the relevant minutes of the various committees and ensure that all these are accurately captured and submitted to the Procurement manager timeously for auctioning.</p>
	<p>8. Prepare, manage and maintain all records of purchased goods and services, ensuring that these are always updated data such as information about suppliers' products and prices by;</p> <ul style="list-style-type: none"> <li>• Analysing purchasing related information and evaluating the results to choose the best resolution and alternatives to supply challenges;</li> <li>• Overseeing the preparation of reports and statistics related to the purchasing function for upper management; and</li> <li>• Identifying and selecting vendors of materials, equipment, products or services, and conduct overall supplier management.</li> </ul>
	<p>9. Compare prices of goods from different suppliers, analyses sales patterns and inventory levels of existing stock and staying up-to-date on market changes that can affect the supply and prices of goods.</p>
	<p>10. Assists in the implementation of the systems for internal control that would ensure mandated procurement policies, processes and practices are adhered to and supports in the development of procurement contract management systems.</p>
	<p>11. Develops criteria and guidelines for categorising suppliers who have failed or poorly performed to provide services or goods procured or found to be corrupt and a data base of such suppliers.</p>

	<p>12. Manage the Procurement management human resources through;</p> <ul style="list-style-type: none"> <li>• Clearly defined sub-division functions' roles and responsibilities with attainable performance indicators;</li> <li>• Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework linked to the sub-division's strategic objectives and performance measures to ensure that Procurement becomes a high performance division.</li> <li>• Holding the relevant sub-divisional team members equally accountable, guides and coach the team so as to provide direction and nurture the development of the team members' competence and career growth; and</li> <li>• Effectively manages the teams by implementing legislative principles and procedures, observation and adherence to labour relations guidelines and principles and ensures that the division aligns to employment equity targets.</li> </ul>		
	<p>13. 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.</p>		
	<p>14. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement.</p>		
<b>Competencies</b>			
<b>Functional Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of development finance</li> <li>• Excellent knowledge and understanding of the investment value chain</li> <li>• Understanding of Procurement and Procurement legal framework</li> <li>• Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; FIS Act 2002. Companies Act, PFMA, Tax legislation)</li> <li>• Excellent Knowledge and understanding of corporate governance</li> </ul>		
<b>Behavioural Competences</b>			
<b>Leadership Competencies</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="563 1816 1294 2024"><b>Business Acumen:</b> Predicts future sources of profitability</td> <td data-bbox="1294 1816 1522 2024" style="text-align: center; vertical-align: top;"><b>Benchmark</b> Level 4</td> </tr> </table>	<b>Business Acumen:</b> Predicts future sources of profitability	<b>Benchmark</b> Level 4
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	<b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation	Level 4
	<b>Performance Enabler:</b> Provides and inculcates a high performance environment.	Level 4
	<b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.	Level 5
	<b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships	Level 4
<b>Core Competencies Cluster</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>Generic 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: MANAGER - EXPENDITURE (MBOMBELA)

<b>Reference code</b>	<b>FIN2025/02/02</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To manage the implementation of the accounting principles, practices and procedures to ensure accurate and timely Management statements for MEGA to make well-informed decisions for future stability, growth and profitability.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Finance / Accounting or equivalent qualification</li> <li>• An Honours degree will be an added advantage</li> <li>• SAICA, CIMA articles completed, and two years post-article experience would be an added advantage</li> </ul>
<b>Graded</b>	D2
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 4-6 years' experience in Expenditure management and auditing</li> <li>• 4 years' experience as an Expenditure management Officer</li> </ul>
<b>Key Performance Areas and Outputs</b>	<p>1. Provide thought leadership through a structured medium and long terms strategy with succinctly articulated Expenditure management by:</p> <ul style="list-style-type: none"> <li>• Providing insight into new businesses strategies for MEGA;</li> <li>• Designing an Expenditure management plan to secure the management cycle thereof; and</li> <li>• Informing key strategic decisions and formulating business strategies.</li> </ul>

	<p>2. Develop processes and procedures that are to ensure the adherence to MEGA's financial modelling principles and systems that expenditure cycle with methodologies and standards to be followed, and:</p> <ul style="list-style-type: none"> <li>• Advise on the financial implications and consequences of business decisions;</li> <li>• Analyse financial performance and contributing to medium and long-term business planning;</li> <li>• Interpret and communicating financial data to non-financial managers;</li> <li>• Monitor and evaluating financial information systems and suggesting improvements where needed; and</li> <li>• Implement corporate governance procedures, risk management and internal controls.</li> </ul>
	<p>3. Guide all business divisions of MEGA in the Financial planning processes so that MEGA's overall budget plans are aligned to the Corporate Strategic objectives, by:</p> <ul style="list-style-type: none"> <li>• Providing rigorous planning in the compilation of the annual budgets that inform each business division's financial decisions;</li> <li>• Guiding each division in the alignment of their strategic objectives to budget spending; and</li> <li>• Monitoring each division in ensuring that budgets are informed of formulated business strategies that will inform key strategic decisions.</li> </ul>
	<p>4. Lead and guide MEGA's business divisions in the compilation of monthly, quarterly, half-yearly and annual financial reports that are in compliance with the GRAP, GAAP, PFMA National Treasury guidelines and accurately account for, and kept within the planned budget.</p>
	<p>5. Lead and manage the processing of expenditure, ensuring GAAP, IFRS and PFMA compliance, by:</p> <ul style="list-style-type: none"> <li>• Approving payment requisitions and sign off reconciliations of creditor control accounts;</li> <li>• Managing and reconciling relevant GL accounts; and</li> <li>• Monitoring and evaluate financial information systems and suggest improvements where needed.</li> </ul>

	<p>6. Lead, guide and monitor Cash flow management of MEGA's business divisions and consolidated reporting on Expenditure against budget and income flow, through:</p> <ul style="list-style-type: none"> <li>• Preparation of periodic management accounts, including profit and loss accounts, budgets, cash flows, and variance analysis; Identification and highlighting expenditure of divisions monitored against budget and income flow;</li> <li>• Identification and notification to divisions on their unplanned and providing consolidated reports; and</li> <li>• Monitor divisions in implementing remedial actions to manage processes that avoid fruitless and wasteful expenditure.</li> </ul>
	<p>7. Implementing effective expenditure management and administrative processes and procedures to ensure compliance with Accounting Policies and Procedure.</p>
	<p>8. Leads, directs and manages the Expenditure management 's human resources, through:</p> <ul style="list-style-type: none"> <li>• Clearly defined division functions' roles and responsibilities with attainable performance indicators.</li> <li>• Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework; and</li> <li>• Effectively manages the Expenditure Management human resources by implementing legislative principles and procedure.</li> </ul>
	<p>9. Provide financial reports and interpret financial information to Senior Managers while recommending further courses of action, through:</p> <ul style="list-style-type: none"> <li>• Conduct reviews and evaluations for cost-reduction opportunities;</li> <li>• Maintaining the financial health of the MEGA and developing trends and projections for finances;</li> <li>• Analysing costs, pricing, variable contributions, sales results and the MEGA's actual performance compared to the business plans.</li> </ul>

	<p>10. Establish and manage the strategic stakeholders and management thereof by</p> <ul style="list-style-type: none"> <li>• Representing MEGA at stakeholders' meetings or forums, etc., as and when required to meet with</li> <li>• Advising the Senior Manger on potential markets not occupied for potential partnerships; and</li> <li>• Managing and maintaining relationships with strategic stakeholders.</li> </ul> <p>11. Carries out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement of the unit and the finance division.</p>	
	<b>Competencies</b>	
<b>Technical Knowledge</b>	<ul style="list-style-type: none"> <li>• Full knowledge of the PFMA and associated regulations, IFRS and GRAP and its requirements</li> <li>• Extensive knowledge of Treasury regulations, legislation and prescripts</li> <li>• Strong knowledge of accounting processes and systems such as Pastel Evolution, SAP and Payroll systems</li> <li>• Good Knowledge of MEGA's corporate governance policies and procedures</li> <li>• Good knowledge and understanding of the audit process and the preparation of reports for independent audit by the Auditor General.</li> <li>• Good knowledge of risk management process</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Leadership Competencies</b>	<b>Business Acumen:</b> Predicts future sources of profitability	Level 4
	<b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation	Level 4
	<b>Performance Enabler:</b> Provides and inculcates a high performance environment.	Level 4
	<b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.	Level 5
	<b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships	Level 4

<b>Core Competencies Cluster</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>Generic 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

### 3. POSITION: MANAGER – ASSET MANAGEMENT (MBOMBELA)

<b>Reference code</b>	<b>FIN2025/02/03</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To manage and coordinate all assets (both tangible and intangible) and ensures that all assets are accurately recorded on the asset register for effective management so as to maximise MEGA's return on investments.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Finance / Asset Management / Internal Audit or related qualification.</li> <li>• Post graduate diploma in Asset Management / Accounting or Finance will be an added advantage</li> </ul>
<b>Graded</b>	D2
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 4-6 years' experience in financial accounting and asset management of which</li> <li>• 4 years' must have been experience as an Asset Officer</li> </ul>
<b>Key Performance Areas and Outputs</b>	<ol style="list-style-type: none"> <li>1. Develop and manage the implementation of an asset management strategy and its implementation plan to ensure that all MEGA assets are optimally used, valued and managed at all times, through: <ul style="list-style-type: none"> <li>• Development and implementation of the asset management and maintenance plan for all MEGA assets, namely fixed asset, investment property and all other asset;</li> <li>• Development and manage an asset register; and</li> <li>• Overseeing the implementation the of the asset register and monitoring that all existing and future MEGA assets are accurately captured.</li> </ul> </li> <li>2. Research, develop, manage and monitor activities of assigned properties by implementing new guides and/or procedures on asset management and ensure that MEGA adheres to such guidelines.</li> </ol>

	<p>3. Maintain fixed asset, investment property and all other property asset registers by;</p> <ul style="list-style-type: none"> <li>• Recording the assets into the asset registers according to classification, description, location and value.</li> <li>• Creating new asset types for new assets that are not on the asset registers;</li> <li>• Processes asset disposal receives approval of disposal and updates the asset registers accordingly.</li> <li>• Analyses realisation account monthly and calculates the profit and loss on sale or disposal of assets.</li> </ul>
	<p>4. Scrutinise payment requisitions and invoices for acquisitions of new assets ensuring ownership is confirmed for all assets owned by MEGA by consulting with the legal department.</p>
	<p>5. Monitor the fixed assets account according to cycle time and location decided by the Finance Manager, by:</p> <ul style="list-style-type: none"> <li>• Identifying differences between the fixed assets account and general ledger register and in consultation with the Senior Manager decide on the course of action;</li> <li>• Reconciling the physical assets to the Fixed Assets Register and the general ledger, this includes co-ordinating bi-annual asset verifications; and</li> <li>• Co-ordinating annual asset valuations and determining the fair value adjustments and revaluation adjustments required.</li> </ul>
	<p>6. Receive requests for reports and analyses to determine the type of report, by:</p> <ul style="list-style-type: none"> <li>• Scheduling of asset additions for the month and year to date showing classifications;</li> <li>• Depreciation computation specific to each category of fixed asset according to the prescribed formula;</li> <li>• Variance analysis on repairs and maintenance of fixed assets; and</li> <li>• Produces reports in accordance with policies, procedures and legal requirements.</li> </ul>

	<p>7. Develop and implement policies and procedures necessary to the smooth operation of the Asset Management function and ensure that guidelines are clearly defined, on how to monitor the implementation of the debt collection and management policies and procedures so that the Asset Management initiatives are well managed and coordinated in order to enhance financial sustainability within MEGA</p>
	<p>8. Manage the Asset Management human resources, through:</p> <ul style="list-style-type: none"> <li>• Clearly defined sub-division functions' roles and responsibilities with attainable performance indicators;</li> <li>• Implementation of the Performance Management System that aligns and articulates MEGA's Competency Framework linked to the sub-division's strategic objectives and performance measures to ensure high performance in the Infrastructure Development;</li> <li>• Holding the relevant sub-divisional team members equally accountable, guides and coach the team so as to provide direction and nurture the development of the team members' competence and career growth;</li> <li>• Implements legislative management principles and procedures;</li> <li>• Observation and adherence of labour relations guidelines and principles; and</li> <li>• Ensure that the division and MEGA align to employment equity targets.</li> </ul>
	<p>9. Manage financial resources in an efficient and effective manner to avoid audit queries and to ensure that MEGA derives value for money through:</p> <ul style="list-style-type: none"> <li>• Sound planning and forecasting of capital expenditure within Financial Accounting unit;</li> <li>• Compilation of budget inputs in accordance with policies, procedures and legal requirements;</li> <li>• Managing costs against approved budget; and Producing budget and compliance reports for relevant stakeholders.</li> </ul>
	<p>10. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement of the unit and the finance division.</p>

	<b>Competencies</b>	
<b>Technical Knowledge</b>	<ul style="list-style-type: none"> <li>Principles, methods, practices and techniques involved in strategic asset management.</li> <li>Knowledge and understanding of MEGA's policies and procedures applicable to the specific work environment to ensure that work outcomes are compliant to the policies and procedures</li> <li>Knowledge of laws, regulations and court decisions applicable to asset management.</li> <li>Knowledge of the MEGA act</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Leadership Competencies</b>	<b>Business Acumen:</b> Predicts future sources of profitability	Level 4
	<b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation	Level 4
	<b>Performance Enabler:</b> Provides and inculcates a high performance environment.	Level 4
	<b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.	Level 5
	<b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships	Level 4
<b>Core Competencies Cluster</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>Generic 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

#### 4. POSITION: MANAGEMENT ACCOUNTING OFFICER (MBOMBELA)

<b>Reference code</b>	<b>FIN2025/04/04</b>
<b>Type of employment</b>	<b>12 Months Fixed Term Contract</b>
<b>Objective</b>	Generates and interpreting management account reports with a view to providing explanations on specific deviations and proceeding with adjustments.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• National Diploma in Management Accounting or Finance or equivalent qualification</li> <li>• A Junior degree in Management Accounting or Finance will be an added advantage</li> </ul>
<b>Graded</b>	TBC
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 2-4 years' experience as a Junior Accountant; of which</li> <li>• 1 year must have been within the Management Accounting division</li> </ul>
<b>Key Performance Areas and Outputs</b>	<ol style="list-style-type: none"> <li>1. Assists in the budget preparation process including but not limited to MTEF, adjustments and virement</li> <li>2. Provides support with regards to the consolidation of management accounting information to facilitate the production of Financial Statements.</li> <li>3. Assist with the Preparations of monthly management accounts and explanations to support specific variances.</li> <li>4. Interacts with the internal and/or external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings</li> </ol>

	5. Carries out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement of the unit and the finance division.	
	<b>Competencies</b>	
<b>Functional Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of the Public Finance Management Act, Treasury Regulations relating to Supply Chain management and its processes.</li> <li>• Basic knowledge and understanding of Internal Controls, Policies, Processes and Procedures, and Supply Chain Management, investments in a public entity and avoiding unauthorised, irregular, fruitless and wasteful expenditure.</li> <li>• Knowledge of the procurement process relating to the establishment and implementation contracts</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Support Cluster</b>	<b>Analytical and Problem Solving:</b> Uses several analytical techniques to generate concepts, plans and find different ways to solve task related problems to ensure excellent performance. Develops and shares out- of the box solutions to problems by translating identified solutions into better, faster and cost-effective manner of doing work.	Level 5
	<b>Team-work:</b> Willingness to support team decisions by encouraging team members to identify information and resources needed to achieve results and team objectives and proactively facilitates attainment of such quality information/data to enhance team quality work.	Level 5
	<b>Quality Concern and Accuracy:</b> Monitors own work by proactively correcting inaccuracies, monitors and maintains high quality standards in one's area of work and instils to others standards of excellence and quality at all times	Level 5

	<p><b>Planning and Organising:</b> Develops integrated plans and uses best practice tools to achieve outstanding results by initiating and implementing collaborative resourcing, usage of efficiency tools to achieve prioritised tasks and projects within scheduled times; continually communicate tasks and projects progress, challenges and proactively re-organises tasks by re-focusing on key priorities and quality results within scheduled periods</p> <p>Maintains resources alignment, timeously resolves and optimises self and team performance</p>	Level 5
<b>Core Competencies Cluster</b>	<p><b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.</p>	Level 5
	<p><b>Innovation and initiative:</b> Develops high-impact approaches through research.</p>	Level 5
	<p><b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.</p>	Level 5
	<p><b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.</p>	Level 5
	<p><b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.</p>	Level 5
	<p><b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.</p>	Level 5
<b>Generic Cluster</b>	<p><b>Research and Knowledge management:</b> Uses systematic approaches to do research and shares updates. Understands the process of using multiple tools to research and acquires critical information, updated knowledge into one's field of expertise, by integrating research outcomes into projects and tasks' planning and stores such information for further use in ones' area of work to ensure best practices at all times.</p>	Level 4

	<p><b>Impact Communication:</b> Builds coalitions and listens actively to gain in-depth understanding: quick to understand others and effective at communicating with all levels (shareholders, investors, executives, employees, colleagues); i.e., ranging from small to large groups, direct reports and superiors;</p> <ul style="list-style-type: none"> <li>• Structuring verbal and written information to meet the needs of the targeted audience and ensures clear understanding by the intended audience;</li> <li>• Using experts or other third parties to influence direction and change the way of doing business within one work within MEGA</li> </ul>	Level 5
	<p><b>Financial Knowledge and Understanding:</b> Able to do manage allocated finances and or petty cash and account to company secretary timely</p>	Level 4
	<p><b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.</p>	Level 5

#### 5. POSITION: DEBTORS CONTROL OFFICER (MBOMBELA)

<b>Reference code</b>	<b>FIN2025/04/04</b>
<b>Type of employment</b>	<b>12 Months Fixed Term Contract</b>
<b>Objective</b>	To administer and monitor the complete process relating to debtor management as per finance's policies and procedures.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• National Diploma in Financial Management / Credit Management / Internal Auditing or any related qualification within Finance</li> <li>• A degree in Accounting or Finance will be an added advantage</li> </ul>
<b>Graded</b>	TBC
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 2-4 years' experience in a Loans and/or Creditors Control Officer; of which</li> <li>• 3 years' must have been as Loans and/or Creditors Administrator</li> </ul>

<b>Key Performance Areas and Outputs</b>	<p>1. Implement policies and procedures necessary to the smooth operation of the Debtors control function and ensure that guidelines are clearly adhered to in terms of debt control and collection; by:</p> <ul style="list-style-type: none"> <li>• Ensuring that all debt transactions are managed in compliance with the MEGA's policies and regulations,</li> <li>• Conducting regular reviews and including inputs on debt recovery procedures; and</li> <li>• Executing debt collection and management in accordance with policies, systems and procedures.</li> </ul>
	<p>2. Ascertain effective management of debtors' accounts and ensure that all debtors' monthly billing and/or charges (i.e. rent, loans, municipal services, lemon sales and interest) are done on a monthly basis according to set dates. Ensure that all debtors' general ledgers accounts and debtors systems are reconciled and reconciliations items not taken up the previous month are cleared and reported on</p>
	<p>3. Execute lease and/or other application administration, through:</p> <ul style="list-style-type: none"> <li>• Conducting credit worthiness check on application;</li> <li>• Creating and implementing the required debtor account on the system; and</li> <li>• Ensure accurate set-up of charges.</li> </ul>
	<p>4. Consolidate and provide debtors reports so as to ensure that accurate debtor's reports are compiled and submitted on a weekly and monthly basis to MEGA's core business divisions and for management accounts.</p>
	<p>5. Prepare debtors and general ledger's journals for reviewing and processing.</p>

	<p>6. Manage the debt book so as to ensure payment compliance and minimise the incidents of defaulters, through:</p> <ul style="list-style-type: none"> <li>• Monitoring and reconciling monthly payments against billings;</li> <li>• Following up on client defaulting on repayments;</li> <li>• Weekly reports of arrear accounts are accurately prepared and reported on;</li> <li>• Discussing possible assistance for client to rehabilitate payment with Debtors Control management;</li> <li>• Implement decisions made by Debtors Control management; and</li> <li>• Any other related information on debts is well-coordinated and reported to the relevant unit, subdivision and managed and/or resolved to the end.</li> </ul> <p>7. Contact debtors and inform them of their overdue accounts and come to an agreement of repayment dates or alternative arrangements.</p> <p>8. Sends out monthly client statements and/or letters as may be agreed from time to time and if any customers stop paying or pay late to stop providing services, start legal action to collect the money owed (if necessary) and in the case of bankruptcy to report to Management about the strategies to recover amounts owed.</p> <p>9. Receive queries and refer them to relevant officials and ensure that these are attended to and resolved timeously</p> <p>10. Carry out additional duties or responsibilities, which fall 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 of the Public Finance Management Act, Treasury Regulations relating to Supply Chain management and its processes.</li> <li>• Basic knowledge and understanding of Internal Controls, Policies, Processes and Procedures, and Supply Chain Management, investments in a public entity and avoiding unauthorised, irregular, fruitless and wasteful expenditure.</li> <li>• Knowledge of the procurement process relating to the establishment and implementation contracts</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Support Cluster</b>	<b>Analytical and Problem Solving:</b> Uses several analytical techniques to generate concepts, plans and find different ways to solve task related problems to ensure excellent performance. Develops and shares out- of the box solutions to problems by translating identified solutions into better, faster and cost-effective manner of doing work.	Level 5
	<b>Team-work:</b> Willingness to support team decisions by encouraging team members to identify information and resources needed to achieve results and team objectives and proactively facilitates attainment of such quality information/data to enhance team quality work.	Level 5
	<b>Quality Concern and Accuracy:</b> Monitors own work by proactively correcting inaccuracies, monitors and maintains high quality standards in one’s area of work and instils to others standards of excellence and quality at all times	Level 5

	<p><b>Planning and Organising:</b> Develops integrated plans and uses best practice tools to achieve outstanding results by initiating and implementing collaborative resourcing, usage of efficiency tools to achieve prioritised tasks and projects within scheduled times; continually communicate tasks and projects progress, challenges and proactively re-organises tasks by re-focusing on key priorities and quality results within scheduled period</p> <p>Maintains resources alignment, timeously resolves and optimises self and team performance</p>	Level 5
<b>Core Competencies Cluster</b>	<p><b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.</p>	Level 5
	<p><b>Innovation and initiative:</b> Develops high-impact approaches through research.</p>	Level 5
	<p><b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.</p>	Level 5
	<p><b>High Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.</p>	Level 5
	<p><b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.</p>	Level 5
	<p><b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.</p>	Level 5
<b>Generic Cluster</b>	<p><b>Research and Knowledge management:</b> Uses systematic approaches to do research and shares updates. Understands the process of using multiple tools to research and acquires critical information, updated knowledge into one's field of expertise, by integrating research outcomes into projects and tasks' planning and stores such information for further use in ones' area of work to ensure best practices at all times.</p>	Level 4

	<p><b>Impact Communication:</b> Builds coalitions and listens actively to gain in-depth understanding: quick to understand others and effective at communicating with all levels (shareholders, investors, executives, employees, colleagues); i.e., ranging from small to large groups, direct reports and superiors;</p> <ul style="list-style-type: none"> <li>• Structuring verbal and written information to meet the needs of the targeted audience and ensures clear understanding by the intended audience;</li> <li>• Using experts or other third parties to influence direction and change the way of doing business within one work within MEGA</li> </ul>	Level 5
	<p><b>Financial Knowledge and Understanding:</b> Able to do manage allocated finances and or petty cash and account to company secretary timely</p>	Level 4
	<p><b>Commitment to learning:</b> Systematically applies personal learning and supports others' development.</p>	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).*

#### 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: 18 April 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.