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: FUNDING ANALYST

Reference code	**FUN2026/07/01**
Type of employment	**Permanent**
Workstation	**Secunda**
Objective	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.
Required minimum qualification	• Three (3) year Degree in Business Management / Finance / Economics / Agricultural Science, or an equivalent qualification in a related field. • A postgraduate qualification in a related field is an added advantage
Required minimum work experience	• Three (3) years' experience in Finance or Agricultural Development or Business Management/Administration or Banking.

Graded	C5
Total Remuneration	R 801 444.82 - R 895 289.21 per annum
Core Competences	• Ability to conduct viability analysis of a business proposal and identify development and growth opportunities. • Ability to analyse, interpret financial and bank statements, and conduct basic financial modelling (structuring). • Ability to diagnose business needs, develop SMART recommendations and follow through. • Excellent report writing. • Ability to acquire and apply industry-specific knowledge regarding technical requirements, regulations, operational standards applicable in sectors targeted by MEGA.
Core Skills	• Financial Modelling; • Project Management; • Communication including Power Point Presentation.
Performance Control	• Progress reports submitted timely; • Turn-around time.
Critical Knowledge and Attributes	• Knowledge of MEGA's loan products, application process including tools, funding policy and procedures; • Working knowledge of regulations i.e. NCA, Companies Act etc; • Awareness of sectoral development policies and programmes in Mpumalanga Province; • Good internal and external customer relations; • Results focused and appreciating the application of technology; • Concern for attention to detail and accuracy; • Ability to work with Microsoft Office, Word, Excel, Access and electronic communication.
Key Internal Influencers	• Regional Finance Manager; • Senior Manager or General Manager: Funding Division; • Finance Department (mainly Debtors Administration); • Legal department; • Trade and Investment.

Key External Influencers	• DEDT; • Provincial and National DFI's; • South African Statutory Institutions; • Provincial Government Departments and Local Governments.

Key Performance Areas and Inputs
1. Ensure implementation of the development strategy of the Funding Division to grow the customer base and loan book. • Providing funding solutions on products and services, tools and systems and guiding applicants throughout the application process; • 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; • Introducing the client to contacts pertaining to alternative sources of support to entrepreneurs outside of the organization; • Providing advice on funding division's suite of products and services; including funding criteria and application requirements; • Promoting the products' offering to target market; • Actively follow leads generated and present the business and products available at relevant forums; • Follow up with municipalities relating to potential business for the organisation.
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. • Conduct screening of business proposals and housing loan applications against minimum qualifying criteria, including credit checks and communicate findings; • 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; • 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;

- Develop a comprehensive due diligence scope and conduct due diligence of the application and the viability of the business that is making the application;
- Based on prescribed parameters, negotiate terms and structure loan pricing within the MEGA funding policy and financial risk;
- 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;
- Prepare a recommendation report relating to the viability of the loan based on the full due diligence conducted;
- 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.

3. Implement and action approved Loans in accordance with terms and conditions of approval including compliance to policies and relevant statutes.

- Communicating outcomes of the application on its terms and conditions, and requirements of the facility;
- Implementing conditions precedents applicable to loan and grant funding including cession agreements including stop/debit order facilitation;
- Facilitating development of funding agreements by providing accurate information and documents, then reviewing such agreements for correctness and facilitating signing of contracts;
- Conducting site inspections, receive and review progress valuation reports from property valuators, and receive compliance certificates to enable timely progress payments;
- Initiating the registration of securities including mortgage bonds and safekeeping of security documents;
- Prepare disbursement requests for approval and monitor loan and grant fund drawdowns for correct decision-making.

4. Implementation of Approved Projects on Allocated Clients by the Provincial Government and or partnership with other organizations.

- 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;
  a) Liaising with role players,
  b) Review and ensure compliance with terms and conditions of the grants including legal and

compliance matters; c) Verification of tangible assets identified; d) Financial control on applicable drawdowns; e) Providing support through monitoring and evaluation.
5. Organize and control own client portfolio and determine non-financial support solutions to protect MEGA's investment and grow a sustainable customer base. • Perform continuous needs diagnostics of client's businesses and make appropriate recommendations; • Facilitate implementation of interventions according to recommendations including business linkages; • Monitoring operational business performance in terms of finances, market access, technical and compliance requirements; • Providing monthly, quarterly, annual reports on a portfolio of allocated clients and assess performance; • Following up and administering the status of the loan account portfolio; • Initiating claims and/or resolve disputes in the event of excess payments, death, insurance, and account settlements including mortgage cancellation; • Conduct regular follow-ups and take appropriate action against loan defaulters.
6. Fostering strategic relationships by engaging stakeholders and potential clients and positively promoting MEGA products and services on various platforms. • Professional dissemination of information through accurate verbal or written communication to customers and all stakeholders; • Interaction with customers in line with the customer service charter; Participating on stakeholder forums, accurately presenting product and services and upholding positive image of the organization.
7. Contribute to determining and achieving goals on the annual performance plans of the Funding Division and supporting its operational efficiency. • Compliance with divisional policies and standard operating procedures including application of tools and systems; • Providing various reports due i.e. status of loan report for own portfolio; • Planning and organising individual tasks; • Participating in the development and implementation of divisional strategy, and operational

plans; • Carrying out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement.
8. Undertaking and participating in personal learning and development. • Active participation in the development of personal plans (PDP) and monitoring individual performance against targets. • Undertaking skills development interventions and on other well-defined and agreed mechanisms i.e. training workshops, coaching etc.

2. POSITION: PROCUREMENT SUPPORT OFFICER

Reference code	**FIN2026/07/01**
Type of employment	**Permanent**
Workstation	**Mbombela**
Objective	To provide support to the procurement management services to ensure effective and efficient sourcing and acquisition of goods and services for MEGA in compliance of the PFMA and Supply Chain Management Regulations.
Required minimum qualification	• National Diploma in Supply Chain Management/ Procurement or equivalent qualification. • A degree in Supply Chain Management / B com Accounting or equivalent qualification will be an added advantage
Required minimum work experience	• 2-4 years' experience in a Supply Chain Management / Procurement and or Contract management environment.
Graded	C3
Total Remuneration	R 578 821.25 – R 646 807.07
Key Performance Areas and Inputs	
1. Assist the Procurement Manager in the development of the Procurement strategy by providing inputs based on collected information regarding collaborative demand plan per business division by; • Collecting the sourcing needs and requirements across the business divisions and units;	

• Drawing up the project plans to fulfil different demand plans; and • Implementing the category and commodity segmentation.
2. Implement the sourcing strategy for specified category and commodity by maintaining sourcing customer satisfaction metrics and collating the sourcing supplier portfolios.
3. Contribute data and information 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.
4. Prepare all the documentation relevant for the support to the Bid Evaluation Committee and ensure that all relevant Standard Bid documents are adhered to. Provide administrative support during bid processes to the Bid Evaluation Committee and Bid Adjudication Committee.
5. Collate and prepare all the relevant minutes of the Bid Evaluation Committee and Bid Adjudication Committee and ensure that all these are accurately captured and submitted to the Procurement manager timeously for auctioning.
6. Prepare, manage and maintain all records of purchased goods ensuring that these are always updated data such as information about suppliers' products and prices by; • Analysing purchasing related information and evaluating the results to choose the best resolution and alternatives to supply challenges; • Overseeing the preparation of reports and statistics related to the purchasing function for upper management; • Identifying and selecting vendors of materials, equipment, products or services, and conduct overall supplier management.
7. 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.
8. Handles and manages receipt, recording and safe keeping of responses to tenders and quotations.
9. Manages and maintenance a competitively procured data base of suppliers, consultants and/or service providers
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.
11. Undertakes bid verification and compliance assessment for all submissions received in response to tenders or quotations.
12. Provides assistance with monitoring activities and performance of subcontractors through

conducting audits on the quality of service.
13. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirement.

3. POSITION: CASH MANAGEMENT OFFICER

Reference code	**FIN2026/07/02**
Type of employment	**Permanent**
Workstation	**Ekandustria**
Objective	To ensure that accurate and complete records of receipts and payments regarding debtors and creditors are timeously processed in order to ensure the integrity of MEGA accounting processes and accounts and to assist in the retrieval of money owed by debtors from overdue accounts, unpaid loans or other debts. They may contact the debtor, advise them of debts and arrange for payments to be made.
Required minimum qualification	• National Diploma in Accounting (Preferably with Auditing).
Required minimum work experience	• 2 years' experience in an accounting function field.
Graded	C3
Total Remuneration	R 578 821.25 – R 646 807.07
Technical and behavioural competencies required	• Understanding basic accountancy procedures and how the Cashbook Clerk's role fits in; • Word processing ability with particular reference to Microsoft Word and Excel; • General knowledge of record-keeping and filing relative to the Finance department; • Knowledge of procedure required to access relevant module in Pastel Evolution;

Key Internal Influencers	• Regions • Loans Control Officer • Debtors Control Officer • HR Department • Expenditure Officer • Financial Accountant
Key External Influencers	• Financial Institutions (Banks). • Debtors • Creditors
Key Performance Areas and Inputs	
1. Capture and reconcile data. • Capture all bank statement transactions on the Cashbook module, including all receipts, bank charges, stop orders, payments and petty cash etc; • Print batch sheet, attach supporting documents and submit to Supervisor (Financial Accountant) for verification and approval; • Print out bank statements and check debit orders and all bank charges; • Process and reconcile petty cash transactions; • Reconcile bank statements with Cashbook module and resolve all non-reconciliations.	
2. Banking. • Prepare requisitions and attach all relevant documents for EFT banking, capture information, print out batch schedule and submit to Supervisor for verification, who signs all requisitions as 'checked by' and submits to Financial Accountant for review; • Check all receipts issued and enter into register; • Ensure that all money payments received are banked; • Check petty cash for all regions and MEGA operations before replenish petty cash floats; • By the 1st of every month, compile a list of deposits (payments) made by relevant clients from bank statement and send to Divisions for checking. Forward schedule of deposits to regions. • Isolate deposit where depositor is unknown (e.g. a client's friend makes a deposit on behalf of a client) and undertake investigation to uncover which client it is. • Follow up with bank on unknown deposits by obtaining contact information and try to identify the accurate allocation of the deposit. • Reconcile and assist by clearing unknown deposits as per the Debt Management Policy	

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

4. POSITION: ADMINISTRATOR

Reference code	**FUN2026/07/02**
Type of employment	**Permanent**
Workstation	**Ekandustria**
Objective	To provide administrative support for ensuring efficient day to day operations for the convenience of management, clients and stakeholders.
Required minimum qualification	• National Diploma in Office Administration / Business Administration with specialisation in Finance
Required minimum work experience	• 4-5 years' experience in office administration in a financial environment.
Graded	B4
Total Remuneration	R 343 419.84 – R 379 862.20
Core Competences	• Quality Concern and Accuracy; • Planning and Organising; • Integrity and ethical behaviour; • Customer focus and loyalty ; • Organisational Commitment ; • MEGA results focus; • Teamwork.
Core Skills	• Financial administration; • Microsoft Office packages; • Generic office administration; • Record keeping; • Communication (written and verbal).
Performance Control	• Meeting set deadlines; • Accuracy of information and overall quality of work;

Critical Knowledge and Attributes	• Basic knowledge of MEGA's loan products, application process including tools; • Punctuality and appreciation of decorum; • Good internal and external customer relations; • Results focussed and appreciating the application of technology; • Concern for attention to detail and accuracy; • Ability to work with Microsoft Office; Word, Basic Excel, Power Point, Outlook, and MS Access; • Functional use of PDF; • Ability to convert documents between different formats using software.
Key Internal Influencers	• Regional Finance Manager; • Finance Department; • Corporate services.
Key External Influencers	• Various stakeholders; • Municipalities within the District; • Customers.
Key Performance Areas and Outputs	
1. Supports the division by ensuring that: • All administrative functions are efficiently and effectively carried out; • The obligations of the Regional Manager are fulfilled through proper planning, organising and diary management; • Responses to correspondence and request (electronically and hardcopy) are handled and followed up with the relevant managers; and • Logistical functions are efficiently provided.	
2. Provide a certain level of project administration services in support of the Regional Manager, especially with regard to: • Preparation of documentation and /or correspondence; • Document management; • Stakeholder liaisons; and	

• Logistical requests etc..
3. Implement a document management system and ensure that records management prescripts are implemented in the Regional Finance Unit. This includes: • Applying a system as directed by records management legislation; • The electronic capturing and hard copy filling of contracts, correspondence, reports etc.; and • Documenting and responding to enquiries and requests from internal and external clients in line with delegated authority.
4. Controlling the flow of information, managing documents and records. This includes: • Receiving applications, check-listing and registering them; • Creating files electronically and in hard copy including contracts. • Creating and handling registers i.e. attendance, visitors, etc.; • Dispatching and receiving documents via courier or post.
5. Consolidate reports and submit them before or on due date. • Collating and capturing information electronically; • Organising monthly reports and submitting them to management; • Collating and sharing post funding reports.
6. Handling of petty cash. This includes: • Monitoring office supplies and replenishing them; • Completing cash reconciliation for approval; • Cash withdrawal and safe keeping.
7. Controlling appointments and organizing meetings. This includes: • Diarising and confirmation of appointments timely; • Organising meetings and keeping minutes; • Organising refreshments and mini event coordination.
8. Liaison with applicants, clients and internal/external stakeholders. This includes: • Distribution of various correspondence in a professional manner, electronically and/or in hard copy.

• Resolving queries accurately and timely, direct queries to the relevant officer and make regular follow ups.
9. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirements.

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

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 or Mthokozisi Manzini, 013 492 5818.
Closing date for applications: 04 September 2026 @ 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.