



ERP ADMINISTRATOR

Ref: MPL/01/03/2018

Salary: R872 223.00 per Annum (All Inclusive Package)

Requirements: An appropriate Bachelor's degree in IT or equivalent qualification • Extensive technical knowledge and ability to explain technical information to no-technical people • Excellent communication skills • Good negotiating skills • Team work and team management experience • good organisational and problem solving skills • A methodical and analytical approach • SAP certification preferred – BASIS level K2/K3 • SAP basis experience including at least 1 full cycle implementation • extensive implementation and configuration experience.

Key Performance Areas: Set-up and maintain user accounts • Create and maintain SAP security profiles • Maintain systems health monitor and monitor system performance and logs • Database backup • SAP installation and upgrades applying patches • Operating system security • Operating system performance tuning • Operating system level background job management • overall system monitoring.

ASSISTANT MANAGER: EMPLOYEE ASSISTANCE AND WELLNESS

Ref: MPL/02/03/2018

Salary: R445 165.00 per Annum (Excluding Benefits)

Requirements: 3 years' National Diploma in Social Science/ Social Work, Degree in Social Science / Social Work, BA in Psychology Studies or equivalent qualification • Registration with Health Professional Council of SA, or SA Council for Social Services Professions or SA Nursing Council will be an advantage • 3 years' practical experience as an EAP practitioner • Experience in individual / group work counselling or the administration of EAP in the Employee Wellness Environment. Valid South African driver's license • Planning, Communication, Facilitation, Coordination and counselling skills.

Key Performance Areas: Development and implementation of EWP • Development and facilitation of HIV and AIDs Programmes • Development and management of the implementation of practices, procedures, guidelines and policies with the aim of adding value to MPL • Management and monitoring of the EWP and Health Assessments • Provision of professional services including confidential counselling (pre and post-counselling services) to employees • Ensure well equipped EAP/ Wellness events and sports activities • Conduct employees' needs analysis with regard to financial management, substances abuse, stress, sick leave • Promote health awareness and facilitate health related events, activities and interventions • Provide advice on the management of Incapacity/ disability cases • Establishment and maintain partnerships with internal and external stakeholders.



FACILITIES OFFICER

Ref: MPL/03/03/2018

Salary: R362 008.00 per Annum (Excluding Benefits)

Requirements: 3 years' National Diploma/ Degree in Facilities Management • 5 years' experience as Facilities officer.

Key Performance Areas: Develop a facility management framework and plan • Monitor and evaluate the performance of General Assistant's • Monitor and evaluate the performance of the cleaning company • Facilitate the maintenance of all the facilities of the Legislature • Monitor the facilities accounts with service providers.

The Mpumalanga Provincial Legislature is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender and disability) in the Legislature through the filling of these positions and the candidate whose appointment will promote representivity will receive preference. Please visit the Mpumalanga Provincial Legislature website at www.mpuleg.gov.za

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. Please forward your application quoting the relevant reference number, to:

The Secretary to the Legislature, Mpumalanga Provincial Legislature Private Bag X11289, Mbombela, 1200 or hand delivered to: Building No: - 01, Government Boulevard, Legislature and Government Complex, Riverside Park Ext 2, Mbombela.

Successful candidate will be required to sign a performance agreement, annually disclose his/her financial interests to the Secretary of the Legislature and will be subjected to security clearance. All successful management candidates would be subjected to competency assessments. Correspondence is limited to shortlisted applicants. Late, e-mailed or faxed applications will not be considered.

**Enquiries: Ms Priscilla Mashilwane Tel: (013) 766 1412 or
Mr Muziwethu Msimango Tel: (013) 766 1418**

Closing Date: 16 March 2018
