

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF CULTURE, SPORT AND RECREATION**

**CLOSING DATE**  
**NOTE**

- : 11 July 2025
- : All applications must be submitted on the NEW prescribed Z83 application form obtainable from any public service department. All section of the form must be fully completed and duly signed. Please note the following important guidelines: Z83 Form: All sections of the online Z83 form must be fully completed also attach a detailed CV. Supporting Documents: Only shortlisted candidates will be contacted. If shortlisted, you will be required to submit: Certified copies of your qualifications, Your RSA ID document, Your Senior Certificate and a valid driver's license (where applicable). Application Details: Clearly state the full name of the post and the reference number on the email application form. One post per application form. Please note the following: The Department of Culture, Sport and Recreation is an equal opportunity, Sport and Recreation to promote representatives (race, gender and disability) in accordance with the Employment Equity targets of the Department. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check processes (criminal record, qualification verification, citizenship and employment reference). All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Department of Culture, Sport and Recreation, website: <https://dcsr.mpg.gov.za>

**MANAGEMENT ECHELON**

**POST 21/262**

- : **DIRECTOR: PLANNING AND PROGRAMME MANAGEMENT REF NO: DCSR/01/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 216 824 per annum, (all-inclusive salary package)
- : Head Office
- : An appropriate Bachelor's Degree in Management or Administration (NQF level 7) or equivalent qualification. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Experience in strategic planning, macro policy, monitoring and evaluation, planning would be an added advantage. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. Essential skills will include the following: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

**DUTIES**

- : Coordinate development of departmental strategic, annual performance and operational plans. Consolidation of non-financial performance report, Monitoring and evaluation of the effectiveness and implementation of the departmental operational plans. Development of departmental service delivery improvement plan. Initiation and coordination of research, Linkage between departmental plan & municipal IDPs, Manage financial Management and Human Resources of the Directorate.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms. Boni Masilela Tel No: (013) 766 5173
- : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to [dcsrmborecruit@mpg.gov.za](mailto:dcsrmborecruit@mpg.gov.za)

**POST 21/263** : **CHIEF FINANCIAL OFFICER (LEVEL OF A DIRECTOR) REF NO: DCSR/02/2025**

**SALARY** : R1 216 824 per annum, (all-inclusive salary package)  
**CENTRE** : Head Office  
**REQUIREMENTS** :

An appropriate Bachelor's Degree or equivalent qualification in Commerce or Finance & Auditing. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Must have a minimum of five (5) years' experience at middle/senior management level. Extensive experience in the field of Finance. Knowledge of the Public Finance Management Act and Public Service Act, as well as other prescripts applicable in the Public Service. The incumbent must possess the following skills: Strategic capability and leadership. Financial management. Accounting management. Change management. Knowledge management. People management and empowerment. Programme and project management. Service delivery innovations. Client orientation and customer focus. Problem solving and analysis. Good Communication skills.

**DUTIES** : Managing compliance with requirements of the PFMA, Financial manuals and Treasury Regulations. Managing the efficient, effective, economical and transparent use of resources. Designing and implementation of internal controls, including proper risk management. Provision of timely, accurate and adequate financial and other operational information for strategic decision making purposes and preparation of strategic plans. Ensuring that sound accounting systems and procedures for expenditure management and control are in place. Ensuring that proper planning for the acquisition of assets, design and implementation of measures to protect and maintain assets. Designing, implementation and maintenance of accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Rendering of efficient and effective supply chain management services. Overseeing the management and monitoring of the developmental budget in support of service delivery.

**ENQUIRIES** : Ms. Boni Masilela Tel No: (013) 7665173  
**APPLICATIONS** : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

#### **OTHER POSTS**

**POST 21/264** : **DEPUTY DIRECTOR: NKANGALA REGIONAL OFFICE REF NO: DCSR/03/2025**

**SALARY** : R1 059 105 per annum  
**CENTRE** : Nkangala regional office  
**REQUIREMENTS** :

An appropriate recognised Degree/National Diploma in Public Administration/Public Management or equivalent qualification (NQF level 6 or&7). Proven experience in the coordination of culture, sport and recreation activities. Knowledge and understanding of the Public Finance Management Act and Public Service Act, including their respective regulations. Ability to analyse problem areas and initiate corrective measures. Ability to communicate at all levels. Strong communication and leadership skills. Willingness to work on weekends and public holidays. Knowledge of the White Paper on Sport & Recreation and Art, Culture and Heritage. Skills in human resource management & development processes and project management. Planning and organizing skills. Ability to work under pressure in a fast-paced and demanding work environment. Valid driver's license.

**DUTIES** : Manage staff, sport, art and culture programmes as well as administrative processes within the region and ensuring that systems and procedures are followed. Plan and Coordinate sport, art and culture in the region. Compile, submit budget and monitor expenditure. Compile, submit and implement the operational plan. Monitor activities of the region. Implement inclusive youth development programmes. Evaluate and propose intervention strategies for betterment of sport, art and culture programmes and general management.

**ENQUIRIES** : Ms. Dina Ntuli Tel No: (013) 766 8339  
**APPLICATIONS** : Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrmborecruit@mpg.gov.za

<b><u>POST 21/265</u></b>	:	<b><u>ASSISTANT DIRECTOR: ARTS AND CULTURE NKANGALA REGION REF NO: DCSR/04/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Nkangala Region
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelor of Arts degree or equivalent qualification. Relevant experience, project management skills and a driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement an action plan for the development of visual arts and crafts in Mpumalanga province, Embark on active programs to expose fine artists and crafts in Mpumalanga in accordance with the action plan, Implement and monitor active programs in the community, to promote sustainable development and expose the community to the diverse possibilities of arts and crafts which will benefit all stakeholders and practitioners within the industry and the economy as a whole. Empower and provide guidance, information and assistance to fine artist and craft people. To acknowledge and bring credits to their unique role and contribution to arts and craft, to act as project manager of special project such as the Mpumalanga Mobile Craft Clinic, to market our arts and craft through South Africa and to the world.
<b><u>ENQUIRIES</u></b>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<b><u>POST 21/266</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: DCSR/05/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification in Public Management/Administration NQF level 6 or equivalent qualification plus extensive relevant experience. Knowledge of processes and procedures of records management, legislative prescripts governing the public service. Computer literacy. Good interpersonal relations. Driver's license.
<b><u>DUTIES</u></b>	:	Manage and render messenger service, Facilitate and render auxiliary services. Facilitate access to meeting rooms. Facilitate and render telecommunication services. Facilitate and render records services, Overseeing staff, allocating work, and assessing performance, maintaining leave registers and arranging travel and accommodation, performing routine and inspections at sites in relation to department records and working to advance the goals and objectives of the auxiliary services, develop departmental records management strategies and manage all electronic and audio-visual records.
<b><u>ENQUIRIES</u></b>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/267</u></b>	:	<b><u>ASSISTANT DIRECTOR: LANGUAGES (ISINDEBELE) REF NO: DCSR/06/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in IsiNdebele; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid driver's license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills

		Computer literacy Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<b><u>DUTIES</u></b>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents .Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/268</u></b>	:	<b><u>ASSISTANT DIRECTOR: LANGUAGES (SISWATI) REF NO: DCSR/07/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in SiSwati; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license. Competencies: Knowledge of language policies and relevant prescripts, Proficiency in languages, Editing/translation skills Computer literacy; Good written and verbal communication and interpersonal skills; Knowledge of grammatical and orthography rules. Report writing skills, Ability to work under pressure; Analytical skills; Planning and organising skills; Supervisory skills, Project management skills.
<b><u>DUTIES</u></b>	:	Provide, coordinate and monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests, keep record in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents Translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and excerpt technical terms from translated documents. Give advice, guidance and support to Language Practitioners with regards to their translated and/or edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for languages not available in-house. Manage resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/269</u></b>	:	<b><u>ASSISTANT DIRECTOR: LANGUAGES (XITSONGA) REF NO: DCSR/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) in Languages or equivalent qualification as recognized by SAQA; A minimum of 3 years' experience in a

translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership and a valid drivers license.

**DUTIES** : Provide, coordinate, monitor translation, editing and interpreting services. Receive translation, editing and interpreting requests. Keep records in the common register. Coordinate the provision of translation, editing and interpreting services. Provide translation, editing and interpreting services. Edit official documents translated and/or edited by Language Practitioners for quality assurance. Edit official documents, translate urgent and technical documents. Archive all translated and edited documents electronically; Report on progress. Identify and except technical terms from translated documents. Give advice, guidance and support to language Practitioners with regards to their translated and / edited work. Attend to queries by clients regarding translation. Coordinate the outsourcing of documents needed for Languages not available in-house. Manage the resources of the division.

**ENQUIRIES** : Ms. Nontsikelelo Zwane Tel No: (013) 766 5085  
**APPLICATIONS** : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

**POST 21/270** : **ASSISTANT DIRECTOR: LIBRARY BOOKS PROVISIONING & SUPPORT**  
**REF NO: DCSR/09/2025**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A four-year degree in Library and Information Science or a Higher Diploma in Library and Information Science. Substantial knowledge and at least three years' experience in library book collection. In-depth knowledge of cataloguing standards (RDA, MARC etc.) Knowledge of Library Management Systems as applied in library environment. Knowledge of the PFMA and library prescripts. Valid driver's license.

**DUTIES** : Provide leadership and oversight for all cataloguing activities across the Department and Municipalities. Develop and implement cataloguing policies, procedures and standards in line with the best practices. Supervise and support cataloguing teams, ensuring professional development and high quality output. Compile annual budget and monitor expenditure. Evaluate employee performance and provide mentoring and guidance as needed. Monitor maintenance of the collection of information resources and the use of assets. Consolidate monthly, quarterly and annual reports.

**ENQUIRIES** : Mr. Clement Mahlalela Tel No: (013) 766 5343  
**APPLICATIONS** : Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

**POST 21/271** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DCSR/10/2025**

**SALARY** : R397 116 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A 3 year Degree/National Diploma in Environmental Health with 2 years in relevant working environment, knowledge in Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS) systems. Skills required: Computer literacy (Ms Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations, organizing and Planning, Analytical, Problem solving and Financial Management skills. Knowledge of OHSA 85 Of 1993 and the Department of Labour and Employment standards.

**DUTIES** : Development/Review policies and guidelines on Safety, Health Environment. Risk and quality (SHERQ) in the Department. Coordinate Safety, Health

		environment and risk and quality training. Coordinate establishment and the functioning of the Safety Committees.
<b><u>ENQUIRIES</u></b>	:	Mr. Clement Mahlalela Tel No: (013) 766 5343
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/272</u></b>	:	<b><u>LIBRARIAN REF NO: DCSR/20/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Ethandukhanya Public Library
<b><u>REQUIREMENTS</u></b>	:	B.Bibl Degree/Diploma in Library and Information Science. General knowledge of library services, computer, people and communication skills. Driver's license.
<b><u>DUTIES</u></b>	:	Administer functions of the library, market the library service, research on user and prospective user needs, attend to circulation of library material and assist in other functions of the library where required, information storage and retrieval and reporting procedures. Assist with opening of new libraries, develop and revise promotional projects and special/events.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/273</u></b>	:	<b><u>LANGUAGE PRACTITIONER: ISINDEBELE REF NO: DCSR/11/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in isiNdebele as recognized by SAQA. Good command of English, and isiNdebele (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<b><u>DUTIES</u></b>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/274</u></b>	:	<b><u>LANGUAGE PRACTITIONER: SISWATI REF NO: DCSR/12/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Siswati as recognized by SAQA. Good command of English, and Siswati (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<b><u>DUTIES</u></b>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za

<b><u>POST 21/275</u></b>	:	<b><u>LANGUAGE PRACTITIONER: XITSONGA REF NO: DCSR/13/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in Xitsonga as recognized by SAQA. Good command of English, and Xitsonga (both written and verbal). Computer literacy. Competencies: Knowledge of language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<b><u>DUTIES</u></b>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to Translation, Interpreting and Editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/276</u></b>	:	<b><u>LANGUAGE PRACTITIONER: ISIZULU REF NO: DCSR/14/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Languages or equivalent qualification with specialization in IsiZulu as recognized by SAQA. Good command of English, and isiZulu (both written and verbal). Computer literacy. Competencies: Knowledge of Language rules, grammar and orthography. Knowledge of Language Policies. Ability to work independently and under pressure. Capacity to remain confidential. Computer Literacy. Written and verbal Communication skills. Good interpersonal relations and ability to work as a team.
<b><u>DUTIES</u></b>	:	Translation and proofreading of official documents. Provide interpreting service when required. Conduct research on matters related to translation, interpreting and editing. Liaise with relevant stakeholders. Promote multilingualism and indigenous languages including the South African Sign Language. Support the Mpumalanga Provincial Language Committee.
<b><u>ENQUIRIES</u></b>	:	Ms. Nontsikelelo Zwane Tel No: (013) 766 5085
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/277</u></b>	:	<b><u>CULTURAL OFFICER REF NO: DCSR/15/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<b><u>DUTIES</u></b>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<b><u>ENQUIRIES</u></b>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/278</u></b>	:	<b><u>CULTURAL OFFICER REF NO: DCSR/16/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Nkangala Region
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Arts or equivalent qualification. Must be Computer literate, willingness to travel extensively and a valid driver's license.
<b><u>DUTIES</u></b>	:	Identify, develop and promote (emerging) artists and crafters as well as implanting projects related to performing and visual and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs

		analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to the programmes that are implemented.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<b><u>POST 21/279</u></b>	:	<b><u>SPORT PROMOTION OFFICER REF NO: DCSR/18/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Gert-Sibande Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/280</u></b>	:	<b><u>SPORT PROMOTION OFFICER REF NO: DCSR/19/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Ehlanzeni Region
	:	An appropriate B Degree/National Diploma in Sport Management or equivalent qualification and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for development of sport and recreation. Monitor and evaluate the compliance with sport and recreation and transformational policies. Render administrative function in relation to programmes that are implemented.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/281</u></b>	:	<b><u>AUXILIARY SERVICE OFFICER (TOUR GUIDE) REF NO: DCSR/22/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Barberton Museum
	:	Senior Certificate and a Certificate in Tour Guide. The candidate should be a registered Tour Guide with good communication skills and Valid driver's licence.
<b><u>DUTIES</u></b>	:	Conduct tours for tourist and learners. Be responsible for the preservation of relevant historical collections. Supervise the maintenance of relevant historic terrain. Participate in conducting museum outreach programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Ncobile Tshuma Tel No: (013) 766 5656
	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/282</u></b>	:	<b><u>LIBRARY ASSISTANT/CYBER CADET REF NO: DCSR/21/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 499 per annum
	:	Ethandukhanya Public Library
	:	Grade 12 and Certificate in IT-related studies, good verbal and written communication skills, understanding of troubleshooting and maintaining Windows XP operating systems software. Experience in IT and of working in a public library will be an added advantage.



<b><u>DUTIES</u></b>	:	To assist library users on how to do electronic information searches on CD and DVD, encyclopaedia, Internet, do searches for school projects and assignment, create e-mail accounts for library users, teach users how to connect to their mail, teach users how to produce electronic documents and other documents like CV's, business cards. Monitor workstations usage by library users, help users to do CV's. Open files for projects, file them and update them. Administration procedures relating to libraries; filing; shelving and storage of library material; information retrieval processes; processing of library material and assisting with other library functions as required.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/283</u></b>	:	<b><u>SECRETARY TO THE DIRECTOR: COMMUNICATION REF NO: DCSR/17/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Secretariat/Office administration Diploma or an appropriate equivalent qualification, previous secretarial or office administration experience and a valid driver's license will be an added advantage. Skills required: Good telephone etiquette, computer literate (Ms. Word, Excel, Powerpoint, etc.) good communication skills (written and verbal). Good interpersonal relations skills, knowledge of Batho Pele Principles, ability to work under pressure, high level or reliability and confidentiality. Able to work independently as well as functioning in a team environment.
<b><u>DUTIES</u></b>	:	Provide efficient and effective administrative support to the division, Manage incoming and outgoing correspondence, prepare logistics for meetings, take minutes and recording of proceedings during the programme meetings, responsible for travel arrangements, accommodation and process all requisitions and invoices that emanates from the work activities of the Office, handle procurement of the standard items like stationery, refreshments etc.
<b><u>ENQUIRIES</u></b>	:	Ms. Samkelisiwe Lushaba-Mambane Tel No: (013) 766 5245
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to dcsrmborecruit@mpg.gov.za
<b><u>POST 21/284</u></b>	:	<b><u>ADMIN CLERK REF NO: DCSR/23/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande Region
<b><u>REQUIREMENTS</u></b>	:	A Senior certificate or equivalent qualification, computer literacy and a drivers licence.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/285</u></b>	:	<b><u>ASSET CLERK REF NO: DCSR/24/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande Regional Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and a recognized Certificate in SCM/National Diploma or equivalent qualification, Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Physically receive all newly procured assets, inventory consumables and those held for distribution towards service delivery mandate. Complete Simultaneous Receipts and Issue voucher with Asset Tracking Number per his/her Region. Amend Machinery and Equipment with Original Equipment number (OEM) LOGIS SELECTION: Asset Register Maintenance per asset to be approved by the Asset Controller on Asset Register Maintenance Authorisation. Obtain

		Report RR032 and conduct physical asset verification, record on RR032 physical asset verification findings.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/286</u></b>	:	<b><u>GROUNDSMAN REF NO: DCSR/25/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Ethandukhanya Public Library
<b><u>REQUIREMENTS</u></b>	:	An ABET level 4 Certificate (Grade 9). Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of health and safety procedures.
<b><u>DUTIES</u></b>	:	Maintain gardening services in the premises and surrounding through watering the gardening, prune, trim flowers and tree. Grass mowing, remove weeds and garden fuse. Apply insecticide; cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Repair minor defect of gardening tools. Assist with on/off loading of deliveries. Washing and cleaning of GG's vehicle. Empty dirty dustbin services in the Museum and assist with other tasks/duties as and when required by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za
<b><u>POST 21/287</u></b>	:	<b><u>GROUNDSMAN REF NO: DCSR/26/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Kgodwana Cultural Village
<b><u>REQUIREMENTS</u></b>	:	An ABET Level 4 Certificate (Grade 9). Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Application of cow dung decoration (ukukghuphula) on basic floor of traditional huts Identification and collection of indigenous raw material such as ant heaps (idzwili), cow dung (ubolongwe) traditional grass rope (ikofe) and the natural earth colour material (ipembe) decoration. Ability to mix plater soil and cow dung. Performance of all kinds of traditional plastering and mud work (ukusinda). Knowledge of the weaving of the traditional grass rope (ikofe). Understanding and ability to perform mural indigenous IsiNdebele paintings (ukugwala). Cleaning of the traditional huts and homestead inside and the surroundings. Demonstrations of traditional indigenous way of living to the cultural village tourists.
<b><u>ENQUIRIES</u></b>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<b><u>POST 21/288</u></b>	:	<b><u>CLEANER REF NO: DCSR/27/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Ethandukhanya Public Library
<b><u>REQUIREMENTS</u></b>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<b><u>DUTIES</u></b>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr. Simon Shabangu Tel No: (017) 811 6196
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered to 20A De Clerk Street Mutual & Federal Building or emailed to dcsrgsrecruit@mpg.gov.za

<b><u>POST 21/289</u></b>	:	<b><u>CLEANER REF NO: DCSR/28/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Botleng Public Library
<b><u>REQUIREMENTS</u></b>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<b><u>DUTIES</u></b>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<b><u>POST 21/290</u></b>	:	<b><u>CLEANER REF NO: DCSR/29/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Zithabiseng Public Library
<b><u>REQUIREMENTS</u></b>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<b><u>DUTIES</u></b>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms. Dina Ntuli Tel No: (013) 766 8339
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at Dr. Esther Nostokana Mahlangu Building Government Complex, Nkangala or emailed to dcsrnkangarecruit@mpg.gov.za
<b><u>POST 21/291</u></b>	:	<b><u>CLEANER REF NO: DCSR/30/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Barberton Musuem
<b><u>REQUIREMENTS</u></b>	:	An ABET level 4 certificate (Grade 9). Knowledge of cleaning equipment to be use. Knowledge of health and safety requirements. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
<b><u>DUTIES</u></b>	:	The provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, disinfecting, scrubbing, and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening up office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the library offices and boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms. Nqobile Tshuma Tel No: (013) 766 5656
<b><u>APPLICATIONS</u></b>	:	Applications may be hand delivered at 7 Government Boulevard, Riverside Park, Extension 2, Mbombela or emailed to recruitment@gcis.gov.za