

*The Mpumalanga Tourism and Parks Agency with its Head Office in Nelspruit serves the Mpumalanga Province with regards to Tourism and Nature Conservation. Candidates with the applicable minimum requirements are invited to apply for appointment to the following positions:*

**Programme: Executive Office**

**Position: Chief Operating Officer**

Reference: EX007/08/2014

Centre: Nelspruit (Head Office)

Remuneration Package: R 1 250 156.57

(All Inclusive Package)

Term: 5 Years fixed term contract

**Purpose of the post:** To provide strategic direction and leadership in relation to applicable legislation, strategies, policies and procedures and ensure implementation thereof and regular reviews • To ensure Corporate Governance and compliance • To administratively manage and oversee the Programmes under its control, i.e. Biodiversity Conservation, Tourism, Finance and Corporate Services and the sub-programmes within the Executive Office, i.e. Security Management, Communication and PR, Planning and Coordination, Project Management, Risk Management and Internal Audit and Monitoring and Evaluation • To advise the CEO with regards to all Programmes and sub-programmes under its control and provide regular reports in this regard • To manage relations with applicable stakeholders.

**Qualifications, skills and other requirements:** • Grade 12 plus a degree with at least five years experience on an Executive Management level or a combination of education and experience (NQF level 6 or higher). A MBA degree would be an added advantage • Strong leadership and management practice • High level of understanding of National Legislation, the MTPA Act, applicable Conservation and Tourism Legislation and government frameworks • High level of communication, public speaking, negotiation and people management • Ability to function at a strategic level and implement change management. • Commitment to transformation, stakeholder relations and accountability.

**Key Performance Areas:** • Strategic leadership, administration and management of the following Programmes, i.e. Conservation, Tourism, Finance and Corporate Services and sub-programmes, i.e. Security Management, Communication and PR, Planning and Coordination, Project Management, Risk Management and Internal Audit and Monitoring and Evaluation • To ensure Corporate Governance and compliance • Implement applicable government policy directives and legislation • Manage relations with applicable stakeholders • Ensure internal business excellence within the Programmes and sub-programmes.

**RE-ADVERTISEMENT**

**Programme: Board Secretariat**

**Position: Company Secretary**

Reference: BOD001/08/2014

Centre: Nelspruit (Head Office)

Term: Five (5) years fixed term contract

Remuneration: R867 499.78 (All Inclusive Package)

**Purpose of the Post** The Company Secretary will be responsible for the entire Company Secretarial function of the MTPA. Reporting to the CEO. The Company Secretary will be the central source of advice and support on Corporate Governance and compliance with the Companies Act. **Qualifications, skills and other requirements** Grade 12 plus a 4-year degree/LLB or equivalent qualification. A postgraduate qualification will be an added advantage. Five (5) years' experience at Board or Senior Management level. Advanced computer skills. Good Planning, Organizing, Communication and Presentation skills. Good legal and corporate governance knowledge. The ability to work under pressure to meet deadlines. Valid Code 8 Drivers Licence.

**Key Performance Areas:** • Provide the Board of Directors with guidance with regards to their duties, responsibilities and powers. • Advise the Board on business ethics and good governance. • Provide advice to the Board on applicable laws and regulations such as the MTPA Act, PFMA, King III, etc. • Perform applicable administrative processes, i.e. preparation of the annual schedule of Board and Committee meetings, agendas for Board and Committee meetings, minutes for Board and Committee meetings, disbursement of information such as Board resolutions and the monitoring of implementation thereof, etc. • Ensure induction of new Directors • Ensure training and development of Directors • Ensure that Directors and Management operate within an authority framework approved by the Board • Be privy to confidential information, thus act with tact and discretion at all times and do not misuse confidential information or disclose it to any third party in line with his/her fiduciary duties as an officer of the MTPA. • Act in good faith and avoid any conflicts of interest, and ensure that appropriate guidance is given to the Board in these matters. • Comply with all the statutory provisions of the Companies Act.

**RE-ADVERTISEMENT**

**Programme: Tourism**

**Position: Head: Tourism**

Reference: TRM0112/8/2014

Centre: Nelspruit (Head Office)

Term: Five (5) years fixed term contract

Remuneration: An all inclusive salary package of

R1 005 670, 89 per annum

**Purpose of the post:** To develop and market tourism to the Mpumalanga Province, to promote and create socio-economic growth and transformation within the tourism

industry and to provide for the registration of certain persons and entities directly involved in tourism.

**Qualifications, skills and other requirements:** • Grade 12 plus a Degree in Tourism or Marketing or Business Development with five years experience on a senior management level or a combination of education and experience • Strong leadership and management practice • High level of understanding of the provincial growth and development strategies, tourism and economics growth policies and processes • High level of communication, public speaking, negotiation and people management • Ability to function at a strategic level and implement change management. • Commitment to transformation, stakeholder relations and accountability.

**Key Performance Areas:** • Strategic leadership and management of the Tourism programme • Development and marketing of tourism • Ensure promotion and socio-economic growth within the tourism industry • Ensure the registration of certain persons and entities within the tourism industry • Manage relations with applicable stakeholders • Ensure internal business excellence within the Tourism Programme • Implement applicable government policy directives and legislation.

**RE-ADVERTISEMENT**

**Programme: Biodiversity Conservation**

**Position: Head: Biodiversity Conservation**

Reference: BI00166/8/2014

Centre: Nelspruit (Head Office)

Term: Five (5) years fixed term contract

Remuneration: An all inclusive salary package of

R1 005 670, 89 per annum

**Purpose of the post:** To manage and conserve biodiversity and eco-systems within the Mpumalanga Province, to manage Protected Areas and to promote and create socio-economic growth within the conservation industry.

**Qualifications, skills and other requirements:** • Grade 12 plus a Degree in Nature Conservation or equivalent qualification with five years experience on a senior management level or a combination of education and experience • Strong leadership and management practice • High level of understanding of biodiversity and conservation, national and provincial conservation legislation • High level of communication, public speaking, negotiation, people management, strategic thinking and change management skills • Commitment to transformation, stakeholder relations and accountability.

**Key Performance Areas:** • Strategic leadership and management of the Biodiversity Conservation programme • Provide a framework for the establishment and management of protected areas • Promote the conservation and sustainable development of our natural resources • Manage relations with applicable stakeholders • Ensure internal business excellence within the Biodiversity Conservation Programme • Implement applicable government policy directives and legislation.

**RE-ADVERTISEMENT**

**Programme: Corporate Services**

**Position: Head: Corporate Services**

Reference: CS025/8/2014

Centre: Nelspruit (Head Office)

Term: Five (5) years fixed term contract

Remuneration: An all inclusive salary package of

R1 005 670, 89 per annum

**Purpose of the post:** To ensure the management and development of human resources, legal services and information communication technology.

**Qualifications, skills and other requirements:** • Grade 12 plus a Degree in HR or Legal or ICT with five years experience on a senior management level or a combination of education and experience • Strong leadership and management practice • High level of understanding of human resources, legal and ICT legislation, policies and practices • High level of communication, public speaking, negotiation, people management, strategic thinking and change management skills • Commitment to transformation, stakeholder relations and accountability.

**Key Performance Areas:** • Strategic leadership and management of the Corporate Services programme • Ensure an organisational culture to improve business performance and service delivery • Manage relations with applicable stakeholders • Ensure internal business excellence within the Corporate Services Programme • Implement applicable government policy directives and legislation.

**RE-ADVERTISEMENT**

**Programme: Office of the CFO**

**Position: Chief Financial Officer**

Reference: FIN076/8/2014

Centre: Nelspruit (Head Office)

Term: Five (5) years fixed term contract

Remuneration: An all inclusive salary package of

R1 005 670, 89 per annum

**Purpose of the post:** To establish, implement and maintain sound financial management systems, including internal controls, which will ensure compliance to the PFMA and Treasury Regulations.

**Qualifications, skills and other requirements:** • Grade 12 plus a Financial degree with five years experience on a senior management level or a combination of education and experience • Strong leadership and management

practice • High level of understanding of financial, supply chain management and asset management legislation, policies and practices • High level of communication, public speaking, negotiation, people management, strategic thinking and change management skills • Commitment to transformation, stakeholder relations and accountability.

**Key Performance Areas:** • Strategic leadership and management of the Finance programme • Ensure sound financial management, supply chain management, asset management and payroll management • Manage relations with applicable stakeholders • Ensure internal business excellence within the Finance Programme • Implement applicable government policy directives and legislation.

**Programme: Corporate Services**

**Position: Senior Manager Legal Services**

Reference: CS/08/2014

Centre: Nelspruit (Head Office)

Term: Permanent

Remuneration: R 867 499.78 (All Inclusive Package)

**Purpose of the post:** To ensure that the organization has adhered to the constitution and by-laws as well as the laws and regulations of the country. To ensure that organizational legal matters are managed properly, efficiently and that the relevant and respective stakeholders are shared and given proper advice and guidance. The incumbent will ensure that the Board and Management are provided with updates and reports on a regular basis. The incumbent will be responsible in being the contact person and also managing and working closely with the Panel of Lawyers for MTPA. The incumbent will assist in the risk management if any, based on organizational matters of concern.

**Qualifications, skills and other requirements:**

• Grade 12 plus a Bachelors Degree / Master in Law (LLB/LLM), with at least 5-8 years of relevant work experience. Senior management level experience would be an added advantage. Ability to identify and analyze complex issues / problems in management areas, recommend and implement solutions. Ability to manage office functions economically and efficiently, plan work, maintains good interpersonal relations and communications with lawyers and support staff. Business experience is an added advantage. Display excellent supervisory and leadership skills. Ability to evaluate and weigh all legal aspects and / or situation, and be able to provide sound solutions, with the ultimate aim of protecting the legal rights of the Agency.

**Key Performance Areas:** • Strategic leadership and management of the legal sub-programme Drafting and vetting of routine contracts pertaining to property, license, non disclosure agreements, intellectual property rights etc., vetting tender documents, handling arbitration matters and civil suits before various courts of law should any arise and co-ordination with the panel of lawyers. Drafting and vetting of MOA, MOU, Bank guarantee, Indemnity Bonds if any, Undertakings and authority letters, contracts, etc. Drafting and Vetting of all legal documents and co-ordination with the panel of lawyers to ensure documents are legally sound. Management of all Consultant Contracts. Liaison with relevant Government offices and other competent authorities if necessary. Visit to competent Authorities for documentations, follow up and keeping the record of the same. Ensure the tenure of the Panel of Lawyers are managed and to review their commitment to MTPA on an annual basis. In charge of policies that concern high risk issues set by the network, for example the Fraud and Corruption Policy. Preparations of case drafts. Coordination and Briefing / discussion with the lawyers for legal cases and to negotiate the fees structure of the Advocates. Coordinate and make arrangements required for Arbitration proceedings and provide the required documents to appointed Advocate for proceeding of Arbitration. Follow up with Advocates for updating of legal cases. Follow up with concerned officer to attend the court. Attend the meetings /conferences as and when required /directed by superiors Specification.

Enquiries: Zanele Maseko (013) 759 5598/ 5577

Closing date: 05 September 2014

Interested applicants are invited to submit applications accompanied by a CV and certified copies of formal qualifications to:

The Acting Senior Manager HRA  
Private Bag X11338, Nelspruit, 1200 Or  
Hand delivered at MTPA Head office, Room J 32,  
N4 Road Halls Gateway Matfatin, Nelspruit 1200.

The Agency reserves the right not to fill the positions. Should you not receive any feedback from us within 30-days from the closing date of this advertisement, you may assume that your application was unsuccessful.

All applicants who applied for the positions that are re-advertised are encouraged to re-apply.

The Mpumalanga Tourism and Parks Agency is an equal opportunity employer and is committed to the achievement and maintenance of diversity and equity in employment and intends to promote representativeness through the filling of these positions. People with disabilities are encouraged to apply.

