



INTERNAL AND EXTERNAL ADVERTISEMENT

The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province via the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant positions:

1. GENERAL MANAGER: HOTEL AND TOURISM ACADEMY (NELSPRUIT - KANYAMAZANE)

Peromnes Grading system – P3 (Five (5) year Fixed Term Contract

Remuneration: Market Related

Qualification Requirements: *Bachelor's Degree at NQF Level 7 in Public Management /Administration or equivalent *Postgraduate Qualification in Commerce in Training and Development* Related work Experience* Ten (10) years General Management Experience, 5 years of which should have been in Hotel & Tourism Management* Five (5) years in Management of Staff. **Key performance areas:** Drive the strategy initiative of HTA* Training & Development – Oversee implementation of hospitality training interventions in line with CATHSETA* Special Projects – Oversee the implementation of Provincial & Local Government initiative and rural development programmes pertaining to Hospitality and Tourism* Achieve all set Annual Performance Targets as agreed and tabulated in Annual Performance Instrument document* Provide accredited hospitality and Tourism skills training to learners and provide workplace training, Coaching and mentoring to 100% of the enrolled learners in production unit* Achieve Financial Targets for HTA, i.e. achieve revenue targets for HTA. Manage the compliance and implementation of financial strategies and operational policies. Manage the implementation of HTA's sales and marketing programme in line with MoUs agreed between MRTT and PPs* Co-ordinate and manage sub-programme operations for HTA* Ensure compliance with Corporate Governance regulations as amended from time to time * Submit Management Accounts/(reports) to all stakeholder.

2. Supply Chain and Administration Manager – (MRTT Head Office Emalahleni)

Peromnes Grading system – P5 (Permanent Contract)

Remuneration: *Market Related*

Qualification Requirements* B. Com Degree/ Degree in Supply Chain/Procurement Management / Finance or equivalent qualification* At list four (4) years Managerial work experience of which three (3) years should be in the Public Sector* Experience in Management of Warehouse, Stores Operations, Fleet Management and Transportation Operations*Financial Management skills *Negotiations skills* Valid driver's license* Must have own transport* **Key performance areas:*** Develop Supply Chain Management Policies and Procedures in line with Treasury Regulations and PFMA* Oversee the development of the supplier database to ensure that it is always accurate and up-to-date *Oversee the Purchase Requisition and Procurement Process for good/ services * Oversee and manage the Tenders/Bids processes for the procurement of good /services *Manage the delivery of goods and services according to the Service Level Agreements* Oversee and manage the administration operations* Security and Property/Facilities management* Achieve financial targets for procurement and ensure good governance within MRTT

Applications must be submitted on the Prescribed Application form for employment, obtainable on the organization website at www.rtrtrust.co.za. A recently updated, comprehensive CV, ID-document and Driver's license should accompany the fully completed and signed form. Please ensure that you submit your CV and documents in one folder.

Failure to submit all the requested documents as well as applications received late will result in the application not being considered.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA).

Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

All shortlisted candidates for Management posts will be subjected to a technical competency exercise and generic managerial competencies using the mandated DPSA competency assessment tools that intends to test relevant technical elements of the job. The logistics of which, will be communicated by the entity.

Successful candidates will be appointed on a probation period of 3 (three) months. The successful candidate will be expected to sign a performance agreement.

If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was unsuccessful.

Applications to:

The Human Resource Manager

Private Bag X7288
Witbank
1035

or hand delivered to

N4 Highway
Schonland drive
5 Moses Kotane
eMALAHLENI
1035

E-mail: recruitment@rttrust.co.za

Enquiries: Mr. AD Mnisi

Tell: [013] 656 0857 / [013] 656 0875

Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are encouraged to apply. The entity reserves the right not to make any appointment to the above post.

Closing date: 31 January 2026

No applications received after the closing date shall be considered. Communication will only be entered into with shortlisted candidates. If you do not receive correspondence within 30 days from closing date, you should consider your application to be unsuccessful.

Mpumalanga Regional Training Trust reserves the right not to make appointment.