



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

BUSINESS UNIT	:	RISK AND INTEGRITY MANAGEMENT
POST	:	SECRETARY TO DIRECTOR: RISK AND INTEGRITY MANAGEMENT
SALARY NOTCH	:	R 216 417.00 – R 254 928.00 PER ANNUM
SALARY LEVEL	:	05
CENTRE	:	HEAD OFFICE
REFERENCE NO.	:	SEC-RIM 07/MAY 2024

### REQUIREMENTS:

The ideal candidate must be in possession of Grade 12 with typing as a subject or any other training course/ qualification that will enable the incumbent to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage.

- Computer literacy is a prerequisite.

### ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Knowledge of relevant legislation/ policies/ prescripts and procedures
- Porting formats/ Templates of the organogram
- Sound knowledge on the operation and utilization of the following equipment: general Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; minutes taking.
- Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele).
- The candidate should demonstrate excellent skills in: - Good telephonic etiquette, computer literacy, sound organizational skills, tact and diplomacy, presentation, planning and organizing, written and verbal communications skills.

**KEY PERFORMANCE AREAS:** The successful candidate will be required to


- Provide a secretarial/receptionist support service to the Director** i.e. Record appointments and events in the diary of the Director, type documents for the Director, operate office equipment;
- **Provide Travel and event Management services to the Director** i.e. Liaise with travel agencies to make travel arrangement, Check the arrangements when the relevant documents are received, Arrange meetings and events for the Director and staff in the Directorate, Identify venue, invite role player, organize refreshments, and set up schedules for meetings and events, and process the travel and subsistence claims for the Directorate;
- **Provide a clerical support service to the Director** i.e. Arrange meetings and events for the Director, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings;
- **Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director** i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

**ALL APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES : MS Z DLAMINI  
TEL NO. : 033-264 2530/ 066 023 6374  
CLOSING DATE :24 MAY 2024

## **DIRECTIONS TO APPLICANTS:**

- 1. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. **
- 2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.**
- 3. All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1<sup>st</sup> of January 2021 obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) The form must be completed in full, and the application form should be initiated, signed and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.**
- 4. Shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Should an applicant have a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).**
- 5. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.**
- 6. Shortlisted candidates may be required to undergo a competency test.**
- 7. "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [kznjobs@kznedtea.gov.za](mailto:kznjobs@kznedtea.gov.za) Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)." Please note that applicants should only use one of the following methods when applying for a post: either *through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.***
- 8. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.**
- 9. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.**

10. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.
11. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. Before the appointment is made for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, which is a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

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