

NEW VACANCY



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following position:

POST : Administrative Clerk: SCM Contract Management
SALARY NOTCH : R 202 233 per annum
SALARY LEVEL : 05
CENTRE : HEAD OFFICE
REFERENCE NO.: AC-SCM-CONTRACT 01/APRIL 2023

REQUIREMENTS: ▪ Applicants must have a Grade 12. An exposure to SCM Contract Management will serve as an added advantage.

COMPETENCIES NEEDED: Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Finance Management Act, Treasury Regulations, Basic Accounting System, Supply Chain Management Principles, objectives and prescripts. ▪ Public Service Act, Public Service Regulations, Public Service Code of Conduct, Treasury Regulations, Departmental Policies and procedures, Procurement processes, Service Delivery Principles (Batho Pele) and Relevant Practices Notes.


THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: ▪ Analytical skills ▪ Computer literacy ▪ Communication skills (written and verbal) ▪ Presentation Skills ▪ Performance and Reporting ▪ Problem Solving ▪ Budgeting and Policy Analysis ▪ Organizational Skills ▪ Financial and SCM matters ▪ Interpersonal Relations ▪ Language Proficiency ▪ Planning and Organizing skills ▪ Driving skills. Personal attributes ▪ Candidates must be self-driven, motivated, results oriented and Professional.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the following: ▪ Provide clerical support and maintenance of the contract register. ▪ Provide clerical support in drafting, collaboration and signing up of contracts ▪ Provide clerical support with the safekeeping and maintenance of contract documents ▪ Provide clerical assistance for the provision of monthly reports ▪ Provide support for meetings.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. ONLY PREVIOUS AND CURRENT INTERNS OF EDTEA SHOULD APPLY AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES: Ms Myrtle Naidu
TEL NO: 081 320 0480

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity and affirmative action employer. Applications from candidates whose appointment will bolster the Employment Equity profile of the Department will serve as an added advantage and will be considered favorably; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply. 
2. Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post).
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time prior to an appointment being made.

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4. All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies The form must be completed in full, originally signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copies of qualifications (including Junior/Senior certificate), identity document, and drivers' licence where applicable and any other relevant documents must be attached. **Such copies need not be certified when applying for a post. Only 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 be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. The appointment is subject to positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from referees listed.
6. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s).
7. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

08. CLOSING DATE FOR RECEIVING APPLICATIONS: 19 MAY 2023 AT 16H00