



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

***Applications are invited from suitably qualified and experienced persons for the following positions.***

<b>POST:</b>	<b>ADMINISTRATIVE CLERK: OFFICE OF THE HOD</b>
<b>SALARY NOTCH:</b>	<b>R 181 599 p.a.</b>
<b>SALARY LEVEL:</b>	<b>05</b>
<b>REFERENCE NO:</b>	<b>AC- HOD 02/FEB 2023</b>

**REQUIREMENTS:** ▪ Applicants must have a Grade 12 or equivalent qualification. An experience working within the Executive Offices environment will serve as an added advantage.

**COMPETENCIES NEEDED:** Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Service Regulations, Public Service Code of Conduct, Public Finance Management Act (PFMA), Labour Relations Act, Service Delivery Frameworks (Batho Pele), Basic Conditions of Employment Act; Archive and registry prescripts.


**THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN:** ▪ Computer literacy; office administration skill; Communication skills (written and verbal); Interpersonal Relations; Language Proficiency; Planning and Organizing skills; Service Delivery (Batho Pele). ▪ Personal attributes: Ability to maintain a high level of confidentiality ▪ Candidates must be self-driven, motivated, results oriented, respectful, flexible, Professional, honest and trustworthy.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the following: ▪ Perform records management function. ▪ Provide office services ▪ Render reception functions. ▪ Perform administrative and related functions.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.**
- **CLOSING DATE: 03 March 2023.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

<b>ENQUIRIES:</b>	<b>Ms. L LUTHULI</b>
<b>TEL NO:</b>	<b>060 968 2417</b>

## **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.
  4. **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, 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: 03 MARCH 2023 AT 16H00**
09. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
  10. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post.

11. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within four months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
  
12. **Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head of Department, Department of Economic Development, Tourism AND Environmental Affairs, Private Bag x 9152, PIETERMARITZBURG, 3200 for the attention of Ms T Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**