



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.

ASSISTANT DIRECTOR:	OFFICE OF THE HEAD OF DEPARTMENT
SALARY NOTCH:	R 393 711 PER ANNUM
SALARY LEVEL:	09
CENTRE:	HEAD OFFICE (PIETERMARITZBURG)
REFERENCE:	AD- HOD 05/MARCH 2023

REQUIREMENTS: An appropriate Bachelor's Degree/ Three-year National Diploma in Management/Public Management /Public Administration/ Business Management/Business Administration or other equivalent relevant qualification at NQF level 6/7 as recognized by SAQA. •A minimum of three years of administrative experience in an Executive Management Support environment. •A valid driver's licence.

KNOWLEDGE AND COMPETENCIES REQUIRED: As part of the overall requirements of the job, the job holder will be required to have knowledge of a variety of aspects such as: Working knowledge of the following Acts, prescripts, regulations, practice notes, and procedures pertaining to Administration, Finance, Asset Management, and Human Resource Management. Good working knowledge of Business/Office Admin and Executive Secretarial Services (Document Management, Submissions, and Report writing) • Coordination of travel (Domestic and International) • Coordination of meetings. Sound knowledge of the operation and utilization of the following equipment: - General Office Equipment i.e. binding machines, Dictaphones, computers, printers, photocopiers, fax machines, data video projectors, and MS Office software i.e. Word, Excel, and Presentation. • Good understanding of public service regulatory environment e.g. Public Service Act, PFMA, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Treasury Regulations, policies, and procedures • Understanding of government's medium-term strategic frameworks • Proven ability to communicate at all government levels and across various structures and spheres – Local, Provincial and National including the Private Sector Organizations • Good knowledge of MS Word, MS Excel, and MS PowerPoint.

Candidates should demonstrate excellent skills in Minute taking, time management, Organising, Planning, Research, Project management, Communication (verbal/written) and Presentation skills, Conflict management and, Interpersonal relations, People management, Policy analysis, Problem-solving, and organizing skills. The ability to work independently will be an added advantage. The incumbent must be assertive and self-driven, innovative, and customer-focused and must be willing to work prolonged and/or abnormal hours, and must have the ability to maintain high levels of confidentiality. Ability to interpret relevant directives.

KEY PERFORMANCE AREAS: • Render the provision of executive administrative, financial, and logistical support service to the HOD and Office of the HOD • Provide executive secretariat services to EXCO and MANCO meetings • Provide support in the engagements relating to Cabinet and Legislature

activities. • Provide input in developing, implementing, and maintaining administrative systems and procedures in the Office of the HOD • Ensure the effective and efficient management of staff and other resources

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


ENQUIRIES:

MS LEENA GOVENDER

TEL NO:

033- 264 2515

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 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 detailed CV, as well as copies of qualifications (including Junior/Senior certificate), identity document, and driver's 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 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.**
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 for some of the positions.
8. **CLOSING DATE FOR RECEIVING APPLICATIONS: 24 MARCH 2023 AT 16H00**
09. 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. 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 qualifications and CVs 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. Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**