



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:	SALARY ADMINISTRATION
SALARY NOTCH:	R 393, 711 PER ANNUM.
SALARY LEVEL:	09
REFERENCE NO:	AD: SALARIES 07/MARCH 2023

REQUIREMENTS: •An appropriate Bachelor's Degree/3-year National Diploma in Human Resource Management/Public Management/Public Administration or equivalent and relevant qualification at NQF level 6/7 as recognized by SAQA. • A minimum of three years of administrative experience in Human Resource Practices and Salary Administration Services. •A valid driver's licence.


KNOWLEDGE AND COMPETENCIES REQUIRED: In-depth knowledge of the Persal System, HR legislation pertaining to the administration of salaries, Acts, Resolutions, Policies, other prescripts, and Practice notes. Knowledge of Persal policy. Knowledge of HR practice & procedures. Sound knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Regulations, PFMA, Treasury Regulations, Financial Manual, PSCBC Resolutions, Code of Conduct for Public, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery (Batho Pele) Framework. Knowledge and ability to implement legislation, and policies and apply statistics. **Candidates should demonstrate excellent Skills in:** Numeracy, good computer skills report writing, presentation skills, facilitation skills, working in a team, ability to communicate at all levels, interpersonal skills, analytical and innovative thinking, problem-solving, decision making, project management, supervision, work co-ordination, research skills, Discipline and Grievance Procedures, and conflict management skills. The ability to work within tight time constraints and work independently. Demonstrable competency in acting Independently, Professionally, Accountable, and with Credibility.

KEY PERFORMANCE AREAS: • Administer Appointments on the Persal System •Administer Payroll • Ensure the provisioning of salary administration and allowances • Prepare salary recall and reversal for officials not terminated timeously on Persal System •Provide reports and inputs for Financial statements • Ensure Proper Implementation of Exit Management • Facilitate employee movement and retention • Manage human, financial resources and assets of the Unit.

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 S NDABA
TELEPHONE NUMBER:	033 264 2602

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.
- 08. 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.