

NEW VACANCY



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

BUSINESS UNIT	:	DISTRICTS OPERATIONS MANAGEMENT
POST	:	ADMINISTRATIVE OFFICER: Districts X 10 (HARRY GWALA; ILEMBE; UMGUNGUNDLOVU; ZULULAND; AMAJUBA; UGU; KING CETSHWAYO; UTHUKELA; UMKHANYAKUDE & UMZINYATHI)
SALARY NOTCH	:	R 294 321.00- R 343 815.00 p.a
SALARY LEVEL	:	07
CENTRE	:	HEAD OFFICE PIETERMARITZBURG AND 10 DISTRICTS (HARRY GWALA; ILEMBE; UMGUNGUNDLOVU; ZULULAND; AMAJUBA; UGU; KING CETSHWAYO; UTHUKELA; UMKHANYAKUDE & UMZINYATHI)
REFERENCE NO.	:	AO- DOM/ 18 AUG 2023

REQUIREMENTS:

The ideal candidate must be in possession of: • An appropriate National Diploma/ Degree in Public Management/ Administration or any equivalent qualification as recognized by SAQA. A minimum of 3 - 5 years clerical support experience in admin/ corporate services environment. A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: • In-dept knowledge of a variety of aspects such as Public Service Regulations; Public Service Act; PFMA; National Subsidized Motor Vehicle Policy; Supply Chain Management Practices and Procedures; Employee Performance and Management System; Labour Relations Act and Understanding of Housing Policies. • Excellent skills in Research; Communication Skills; Analytical thinking; Interpersonal relations; Language proficiency; Conflict Management; Presentation skills; Co-ordination; Planning and organizing; Time Management and Basic driving. Ability to work independently, honesty, integrity, and innovation.

KEY PERFORMANCE AREAS:

• Provide facilities management services in the district. • Provide administrative support services in the district. • Provide fleet management services. • Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. • Supervise staff.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. FEMALES AND PEOPLE WITH DISABILITIES WILL BE GIVEN PREFERENCE**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES : HARRY GWALA & UGU DISTRICTS: MR N MPONDI: TEL NO.: 082 920 7327
: ILEMBE & KING CETSHWAYO DISTRICTS: MR S DLADLA: TEL NO.: 082 868 3940
: UMKHANYAKUDE & ZULULAND DISTRICTS: MR N NDLELA: TEL NO.: 071 492 1020
: UMZINYATHI & AMAJUBA DISTRICTS: MS G SIBISI: TEL NO.: 076 755 8444
: UTHUKELA & UMGUNGUNDLOVU DISTRICTS: MS Z TULLOCK: TEL NO.: 060 554 9421

CLOSING DATE : 25 AUGUST 2023

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Directions to applicants:

Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed, and initiated as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for the non-collection of these applications. No late applications will be accepted.

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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Applications must be posted to: 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 X9152, PIETERMARITZBURG, 3200 for the attention of Ms Nozipho Xolo / Ms. Thobile Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 as well as to the following districts.

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MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	46 BISSET STREET, PORT SHEPSTONE
TRIGON PLACE 139a, MARGARET STREET, IXOPO	GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING	94 MURCHISON STREET, LADYSMITH, 3370
43 HARDING STREET, NEW CASTLE	26 BEACONSFIELD STREET, OFFICE ENTRANCE 3, DUNDEE	LEGISLATURE BUILDING 2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI
MZOLOLO AVENUE, MKUZE, 3969	ALOE LOOP AVENUE, NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full post details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address 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.”

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Following the interview and technical exercise candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

The KwaZulu-Natal Provincial Government 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.

CLOSING DATE: 25 AUGUST 2023