

NEW VACANCY



KWAZULU-NATAL PROVINCE

**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

POST	:	PERSONAL ASSISTANT: CHIEF DIRECTOR: TOURISM DEVELOPMENT
SALARY NOTCH	:	R 294 321 p.a
SALARY LEVEL	:	07
CENTRE	:	HEAD OFFICE
REFERENCE NO.	:	PA-CD: TOURISM – 01/JUNE 2023

REQUIREMENTS: Applicants must have a Senior Certificate and a one-year Diploma in Secretarial Studies and/or a Diploma in any of the three i) Office Management, ii) Public Management, iii) Business Management. Applicants must have 3 years practical experience in rendering support to Senior Management. ▪ Computer literacy is a prerequisite.

COMPETENCIES NEEDED: Knowledge of minutes taking, report writing, project management and stakeholder management. Working knowledge in the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of administrative and clerical procedures and systems. Basic knowledge of financial administration,

THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: ▪ Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail and Internet Office); ▪ Basic knowledge on Financial Administration and Budgeting; ▪ Telephone etiquette; ▪ Document tracking; ▪ Administrative Practices, Conference and Meeting Procedures; ▪ Excellent organizing skills ▪ Numeracy skills; ▪ Excellent interpersonal and communication skills (written and verbal); ▪ Personal attributes; ▪ Ability to maintain a high level of confidentiality; ▪ Candidates must be self-driven, motivated, results oriented and Professional.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the following: ▪ **Provides a secretarial/receptionist support service to the Chief Director** through organizing the Chief Director's affairs maintaining and organizing the diary to arrange and confirm appointment and reminding the Chief Director of engagements, arrangement of transport and accommodation. ▪ **Renders administration support services through ensuring the updating and safekeeping of all records**, responds to enquiries received from internal and external stakeholders, manages the leave register and telephone accounts for the unit, drafts documents for the manager and the unit where required. ▪ **Provides support to the Chief Director in terms of organising meetings and taking minutes.** ▪ **Support the Chief Director with the administration of the budget by collecting and coordinates all the documents related to the manager's budget**, collect and coordinate all the documents related to the manager's budget, keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending.

THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.

ENQUIRIES : MS S MHLONGO
TEL NO : 060 531 2747


NEW VACANCY



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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 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.
5. **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, 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).
6. **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.**
7. 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).
8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion for some of the positions.
9. **CLOSING DATE FOR RECEIVING APPLICATIONS: 30 JUNE 2023 AT 16H00**
10. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.
11. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post.
12. 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.
13. **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**