

# NEW VACANCY



**KWAZULU-NATAL PROVINCE**

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

*Applications are invited from suitably qualified and experienced persons for filling the following:*

<b>BUSINESS UNIT:</b>	<b>INTER-GOVERNMENTAL AND INTERNATIONAL RELATIONS</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS</b>
<b>SALARY NOTCH:</b>	<b>R 424 104 – R 496 467 PER ANNUM (SL 9)</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AD: INTER GOVT /07 MARCH 2024</b>

## **REQUIREMENTS**

The ideal candidate must have an appropriate •Bachelor's Degree/ National Diploma in Social Science/Public Management/ Public Administration/ Political Science/ Development Studies/Marketing/ Public Relations at NQF Level 6 as recognized by SAQA. • A minimum of 3 years of administrative experience (at supervisory) in stakeholder relations and intergovernmental coordination. •A valid driver's licence.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

An in-depth knowledge of the Constitution of South Africa, Act 108 of 1996. Knowledge of the Intergovernmental Relations Framework Act of 1997 and Act 13 of 2005. Knowledge of Municipal Finance Management Act (MFMA), Municipal Systems Act, 2002 (Act 32 of 2000), Municipal Structure Act, Ministerial Handbook of 2022, Manual on Promotion of Access to Information Act, regulations, frameworks, prescripts, and directives. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, 1994 as amended in 2007, Public Service Regulations of 2016, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations Act, Basic Conditions of Employment Act, and Service Delivery Framework. Knowledge of the National Development Plan (NDP), Provincial Growth and Development Plan (PGDP), District Growth and Development Plan (DGPP), KwaZulu-Natal Citizen's Charter, 2009-2014,

**Candidates should demonstrate excellent Skills in** Human resource management, Organising, Influencing, Analytical, Motivation, Presentation, Diplomacy and tact, time management, Strategic Management, Public Relations Management, Report Writing, Project Management, Conflict Management, Policy Development, Research Skills, Organizing, Coordination Skills, Business Planning, Financial Management Skills, Computer Literacy (PowerPoint, Microsoft Excel And Microsoft Word), Interpersonal Skills And Presentation Skills. Problem Solving and Communication Skills (Written and Verbal) and Networking skills. Ability to work under pressure.

**KEY PERFORMANCE AREAS:** • Develop and implement strategies of Intergovernmental Relations within the Department; • Implement good partnership strategies for the Department in relation to all IGR activities of mutual interest with all spheres of government• Provide support with the development and functioning of Departmental IGR structures • Provide and facilitate International Relations Services for the Department • Provide support on the development of relevant strategies and policies • Supervision of staff and management of resources.

# NEW VACANCY



**KWAZULU-NATAL PROVINCE**

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

**ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.**

ENQUIRIES:	MR X MFEKA
TEL NO:	072 253 2115
CLOSING DATE:	26 APRIL 2024

## DIRECTIONS TO APPLICANTS:

1. The Department of Economic Development, Tourism, and Environmental Affairs 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. 
2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.
3. 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, and the application form should be initiated, signed and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
4. 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 have a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
5. 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.
6. Shortlisted candidates may be required to undergo a competency test.
7. "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [kznjobs@kznedtea.gov.za](mailto: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](http://www.kznonline.gov.za/kznjobs)."

# NEW VACANCY



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

Please note that applicants should only use one of the following methods when applying for a post: either *through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.*

8. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwe.
9. 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. 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.
11. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. Before the appointment is made for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, which is a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

**CLOSING DATE: CHECK NEXT TO EACH POST.**

---