

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT:	DISTRICT OPERATIONS MANAGEMENT
POST TITLE:	CHIEF DIRECTOR: DISTRICT OPERATIONS MANAGEMENT
SALARY:	R 1 371 558.00 - 1 635 897.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of SMS) SL 14
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REF NO.:	CD -OPER 47 /AUG 2023

REQUIREMENTS: The ideal candidate must be in possession of •An appropriate Bachelor's Degree or equivalent qualification in Public Management / Public Administration/ Commerce/ Development Studies or other relevant disciplines at NQF level 7 as recognized by SAQA. • Postgraduate qualifications will be an added advantage. •A minimum of five years of relevant managerial experience at a Senior Managerial level. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a broad understanding of the public sector environment. Knowledge of the National Development Plan (NDP), Provincial Growth and Development Plan (PGDP), District Growth and Development Plan (DGDP), and District Operations Management framework. Good knowledge of the development of strategies and policy implementation according to agreed norms and standards. Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability, and leadership, problem-solving and analysis, and empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of the Security Management Act, Bill of Rights, Community Outreach, and Public participation. Knowledge of monitoring and implementation of departmental programmes and ensure proper coordination with line managers at the Head Office level. Ability to communicate at all levels including Provincial Departments, Senior Management, and Private Sector Organizations. •Computer literacy, strategic planning, negotiating skills, programme, and project management principles, report writing, and presentation skills. •Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus.

KEY PERFORMANCE AREAS: •Provide strategic direction in the institutionalization of the District Operations Management functions into the Department • Co-ordinate and develop Annual Performance, Operational and Strategic Plans for the Chief Directorate • Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery at District level Provide oversight in the management of all district offices and the District Operations function in the

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

Department • Provide oversight and ensure the participation of district personnel in district and local stakeholder management forums including district development forums • Provide oversight in the implementation of all departmental functions at the district level including change management processes • Manage human, financial resources and assets of the Chief Directorate. • Plan and report to various stakeholders including amongst others parliamentary committees, audit and risk and/or operational structures of the department • Co-ordinate and report on all Chief Directorate programs and projects • Ensures that structures and governance processes at the district level are in place and aligned to achieve the strategic objectives of the Department.

- **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**

- **ENQUIRIES: MS FF PUPUMA**
- **TEL: NO 082 788 8330**
- **CLOSING DATE: 25 AUGUST 2023**

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.

NEW VACANCY



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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.

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

NEW VACANCY



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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.”

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 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