



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 position:

CHIEF DIRECTOR:	DISTRICT OPERATIONS MANAGEMENT
TOTAL SALARY PACKAGE:	R1, 251 183 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS)
SALARY LEVEL:	14
REFERENCE NO:	C D-DOM 01/MARCH 2021

REQUIREMENTS: •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 recognised by SAQA. •Post graduate qualifications will be an added advantage. •A minimum of five years of relevant managerial experience at a Senior Managerial level. •The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment A valid driver's licence.

COMPETENCIES NEEDED: 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), District Operations Management framework. Good knowledge of 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 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, empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of 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.

Candidates should demonstrate excellent skills in: 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 presentations 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 Responsibilities: 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 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 reports on all Chief Directorate programmes and projects • Ensures that structures and governance processes at district level are in place and aligned to achieve the strategic objectives of the Department.

- ***This post is being re-advertised, candidates who applied previously may re-apply.***
- ***Targeted: Females and people with disabilities who meet the requirements will be given preference.***

ENQUIRIES:	MR F MBULI
TEL:	(033) 264 2518

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 prescribed Application for Employment form (Z83) obtainable from any Public Service Department which must be originally signed and dated. **A new Z83 application form for applying for employment became effective from the 1st of January 2021. The new Z83 application form can be downloaded at www.dpsa.gov.za-vacancies** The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. 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 positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from 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. **Failure to submit all the requested documents will result in the application not being considered.**
8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.
9. **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 candidates 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.**

10. CLOSING DATE FOR RECEIVING APPLICATIONS: 09 APRIL 2021 AT 16H00

11. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
12. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
13. 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 three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
14. ***NB: Requirement for All Senior Management Services Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.***
15. **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. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.