



## 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/s:***

<b>DEPUTY DIRECTOR:</b>	<b>DISTRICT COORDINATOR: SBD (X4 POSTS)</b>
<b>SALARY PACKAGE:</b>	<b>R 733 257 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)</b>
<b>SALARY LEVEL:</b>	<b>11</b>
<b>DISTRICTS:</b>	<b>Zululand, UMkhanyakude, UThukela, UMzinyathi</b>
<b>REFERENCE NO:</b>	<b>DIST-COD-SBD 09/AUG 2021</b>

**Requirements:** •An appropriate Bachelor's Degree/ National Diploma in Business Administration or Management / Economics / Commerce/ Economics / Entrepreneurship / Development Studies/ Accounting / Finance or a related qualification at (NQF level 6/7) as recognized by SAQA. •Minimum of three (3) years Junior Management experience in Small Business Development environment. •A valid driver's licence.

**Knowledge and Competencies required:** •Thorough knowledge of business support and skills development interventions for SMMEs. Broad knowledge of the White Paper on the promotion and development of SMMEs. Broad knowledge of the programmes and activities of the Department. Broad knowledge of the National Small Business Act, Broad Based Black Economic Empowerment Act, Integrated Strategy on the Promotion of Entrepreneurship and Small Enterprises; Provincial Growth and Development Strategy, Business/operational plan of the Small Business Development Programme. Good knowledge of socio-economic conditions of the SMME sector and Dynamics of SMME development in KZN. Knowledge of Provincial and National economic policies and strategies, KZN Small Enterprise Development Strategy, commitment to community development. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. **Candidates should demonstrate excellent Skills in:** Communication both IsiZulu and English, Computer skills, business planning, business analysis, financial management skills. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, business development and employment creation challenges facing KZN. Negotiation skills, problem-solving skills, marketing skills, Service Delivery (Bato Pele) Principles, networking skills, strategic thinking, people and team management and presentation skills. Advanced communication skills and ability to communicate at all levels. •Good report writing, strategic management, interpersonal relations, time management, coordination, planning and

organizing, research, project management skills •Ability to interact with people at all levels •Analytical and innovative thinking •Competence in financing, budgeting and expenditure controls is desirable. Liaison and maintenance of linkages with other stakeholders in SMME development in KZN Province.

**Key responsibilities required:** •Facilitate access by SMME's to business opportunities •Facilitate SMME's access to finance •Facilitate the collation of statistics regarding the number of small enterprise registered in the District that have been in operation for more than 2 years •Manage the development and implementation of policies, strategies and legislations related to Small Business Development •Facilitate support of small enterprises in the District •Support Small Enterprise Development Programmes with National, Provincial and Local Government development priorities •Manage human, financial and asset resources of the component.


**ENQUIRIES:**

**MR B MADLALA**

**TELEPHONE:**

**082 808 1984**

### **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](http://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.

**10. CLOSING DATE FOR RECEIVING APPLICATIONS: 06 SEPTEMBER 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. **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.**