

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT :	KNOWLEDGE MANAGEMENT
POST TITLE :	DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT
SALARY :	R 958 824 - 1 125 825.00 PER ANNUM (all-inclusive salary package to be Structured in accordance with the rules of MMS) SL12
CENTRE :	HEAD OFFICE: PIETERMARITZBURG
REFERENCE :	DD- KNOW MAGT 06/AUG 2023

REQUIREMENTS:

The ideal candidate must be in possession of •An appropriate Bachelor's Degree/ Three-year National Diploma in Library and Information Science / Knowledge Management or related qualification at NQF level 6/7 as recognized by SAQA. An Honours Degree in the related field will be an added advantage •Minimum of three years' Junior/Middle Management experience focusing on knowledge management, implementation of knowledge management, and systems. •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: •A thorough and in-depth knowledge of knowledge management systems and strategies in the public sector. Extensive experience in knowledge and information management; •Knowledge of information Sharing mechanisms and platforms; •A thorough understanding of relevant legislation, best practices, and frameworks. Sound Knowledge and understanding of the Public Service regulatory framework, 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. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, and Batho Pele principles. •Financial management/accounting, strategic management, and programme management principles. Ability to transfer skills and knowledge, and offer appropriate advice. •Ability to gather and analyze information; Communication skills: verbal and written. Stakeholder liaison skills. Management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: •Project management skills, planning and organizing •Good interpersonal skills, diversity management skills, Economic Transformation, change leadership and Transformation, Conflict Management.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: •Develop and manage knowledge management strategy, policies, and procedures for the department •Provide technical support on knowledge management issues to the Department and relevant stakeholders •Develop and implement a knowledge capacity building programme for the department and relevant stakeholders

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- Establish knowledge management learning networks/fora for the department and ensure the proper functioning of the departmental resource center
- Manage resources of the Sub-Directorate.

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

ENQUIRIES:	MR C HAMADZIRIPI
TEL NO:	033- 264 2781
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.

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.

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MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	46 BISSET STREET, PORT SHEPSTONE
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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

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.”

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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