

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT:	SMALL BUSINESS DEVELOPMENT
POST TITLE:	DEPUTY DIRECTOR: DISTRICT COORDINATION: SBD (X2 POSTS)
SALARY:	R 811 560 - 952 485.00 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS) (SL 11)
CENTRE:	UGU, & ETHEKWINI (Districts)
REFERENCE:	DISTR-COOD-SBD 71/AUG 2023

REQUIREMENTS:

The ideal candidate/s must be in possession of •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 of Junior Management experience in a Small Business Development environment. •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate/s must have: Thorough knowledge of business support and skills development interventions for SMMEs. Broad knowledge of the White Paper on the promotion and development of SMME's. Broad knowledge on programmes and activities of the Department. Broad knowledge on the small business act, Broad based 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, Service delivery frameworks, policies, and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management policies. Candidates should demonstrate excellent skills in Communication both in isiZulu and English , computer skills, business planning, business analysis, financial management skills. Ability to transfer knowledge and skills 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 will 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 PERFORMANCE AREAS:

The successful candidate will be required to •Facilitate access by SMMEs to business opportunities.
•Facilitate access to finance & markets for SMMEs.

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- Facilitate the collation of statistics regarding the number of small business enterprise registered in the district that have been in operation for more than two years.
- Manage the development and implementation of policies, strategies and legislations related to small business development.
- Facilitate support of small businesses in the district.
- Support Small Enterprise Development 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.

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

ENQUIRIES: MS NOMFUNDISO FIKENI
TEL NO: 0716892767
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
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.

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