



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:

DEPUTY DIRECTOR:	RLED FINANCE AND RISK MANAGEMENT
SALARY PACKAGE:	R 869 007 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)
SALARY LEVEL:	12
REFERENCE:	DD-RLED FIN 02/AUG 2021

Requirements: •An appropriate Bachelor's Degree in Commerce/Accounting/Business Science or equivalent with focus on accounting, Supply Chain Management or Risk Management at (NQF 6/7) as recognized by SAQA. •A minimum of three (3) years Junior Management experience in financial, risk and /or procurement management •A valid driver's licence •A post-graduate qualification in the above fields would be an added advantage.

Knowledge and competencies required: Sound knowledge of Treasury Practice Notes and EDTEA financial policies and delegations, Internal Control Policy, Division of Revenue Act, King 111 Corporate Governance, Companies Act, Municipal Finance Management Act, Preferential Procurement Policy Framework Act, SCM Treasury Practice Notes, Broad Based Black Economic Empowerment Act, Supply Chain Management Regulations Regulatory framework for management of staff. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, 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. Understanding of Government budgeting processes. Good working knowledge of administrative experience.

Candidates should demonstrate excellent Skills in Advanced communication skills and ability to communicate at all levels. •Good report writing and presentation, 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. Computer literacy, Strategic planning, negotiating, programme management. Broad knowledge of service delivery innovation, financial management, People management and empowerment, problem solving and analysis and client orientation and customer focus.

KEY PERFORMANCE AREAS: The incumbent will be required to: •Support for internal and third party (beneficiary) procurement processes for the RLED Programme •Provide service delivery reporting support and record keeping management oversight •Provide financial and risk management support •Provide budget management support • Manage human, asset and financial resource of the Sub-Directorate.


ENQUIRIES:

MR RANVEER PERSAD

CONTACT NUMBER:

(033) 264 2595

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.

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.**