

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT:	OFFICE OF THE HEAD OF DEPARTMENT
POST TITLE:	DEPUTY DIRECTOR: DIVERSITY MANAGEMENT
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:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DD- DIVERSITY 72/AUG 2023

REQUIREMENTS

The ideal candidate must be in possession of an appropriate Bachelor's Degree/ Three-year National Diploma in Business Administration/ Business Management/ Public Management/Public Administration/ Social Sciences/ Gender Studies •A minimum of 3 to 5 years of Junior Management experience in Gender, Disability, and Youth Empowerment Programmes in the Public sector/Private Sector. •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a thorough knowledge of relevant Diversity Management policies and frameworks. Knowledge of the Departmental policies and procedures, and Human Resource Management policies. Knowledge and understanding of Gender Equality and Women Empowerment programmes, Promotion of the rights of people with Disabilities Mainstreaming and implementation of Youth Development programmes and advanced knowledge of Public Sector, Knowledge of Government communications policies and protocol, as well as procedures regarding the compilation of Government reports, Gender Equality strategic framework, Batho Pele Principles, Good understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Treasury Regulations, Constitution of the Republic of South Africa, Employee Performance Management System, policies, and procedures. •Proven ability to communicate at all government levels • Good knowledge of MS Word, MS Excel, and MS PowerPoint. •Facilitation Skills, listening skills, Problem-solving skills, Computer skills, Research Skills, Analytical skills, Report Writing and Presentation Skills, Planning and organizing Skills, Interpersonal Skills, Project Management Skills, Time management, Organising, Planning, Research, Project management, Communication (verbal/written) and Presentation skills, Conflict management and, Interpersonal relations, Problem-solving, and organizing skills. •Ability to work under pressure, ability to maintain confidentiality, Commitment, and reliability. Professionalism, Honesty, Innovative, and Integrity.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: • Establish linkages with various stakeholders such as NGO's, NPO's and Public Sectors forums through participating in all public engagements. • Provide and implement an effective gender mainstreaming services and other special projects in the department. •Monitor and coordinate the implementation of diversity/gender mainstreaming programmes by various departmental units; such as Youth, HRM&D, Women

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- Develop policies and strategies aimed at improving service delivery in Diversity Management services
- Manage resources of the Sub-Directorate

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

ENQUIRIES: MS L LUTHULI
TEL NO: 060 968 2417
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.

CLOSING DATE: 25 AUGUST 2023