

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT :	CORPORATE SERVICES
POST TITLE:	DIRECTOR: AUXILIARY SERVICES
SALARY:	R 1 162 200 – 1 365 411 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS) SL13
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DIR-AUX 01 /AUG 2023

REQUIREMENTS:

The ideal candidate must be in possession of •An appropriate Bachelor's Degree or equivalent qualification in the Build Environment/ Property Management or related field / Bachelor of Arts / Public Management/ Public Administration/ Facilities Management at NQF level 7 as recognized by SAQA. •A minimum of five years of managerial experience at the Middle Managerial level within the auxiliary services environment. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: •Thorough knowledge and experience of property management principles. Extensive knowledge and experience in accommodations and office space planning. Knowledge of contract management, including interpreting and implementing contracts with suppliers. Practically extensive experience in administrative competencies. Broad knowledge of the National Archives and Records Service Act (Act No. 43 of 1996 as amended). Knowledge and understanding of Government Fleet and Travel Policies, Procedures, and Government Fleet Operation. Knowledge of the Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPI); Knowledge of Minimum Information Security Standards Act (MISS). Knowledge and understanding of the Public Service regulatory framework, e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. Proven ability to communicate at all levels including, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public. •Computer literacy, report writing, strategic planning, negotiating skills, programme, and project management principles, report writing, and presentation skills. •Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.

KEY PERFORMANCE AREAS:

The successful candidate will be required to • Manage proper implementation of records management services •Manage the provision of fleet management services in the department. •Manage the coordination of physical facilities services

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•Manage the provisioning of proper and efficient Auxiliary Services within the Department •Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury •Review stakeholder's Service Level Agreements continuously to improve internal and external relationships with stakeholders •Manage the development and implementation of policies regarding Auxiliary and Facilities services •Manage human, financial and asset resources of the Directorate.

- **THIS POST IS BEING RE-ADVERTISED, CANDIDATES WHO APPLIED PREVIOUSLY ARE ENCOURAGED TO RE-REAPPLY.**
- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. FEMALES AND PEOPLE WITH DISABILITIES WILL BE GIVEN PREFERENCE**

ENQUIRIES:	MR S P KHANYI
TEL NO:	083 410 6508
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:

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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.

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

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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.”

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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