

# NEW VACANCY



**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 positions:*

<b>BUSINESS UNIT:</b>	<b>CORPORATE SERVICES</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: SECURITY SERVICES (VIP PROTECTION)</b>
<b>SALARY:</b>	<b>R 811 560 - 952 485 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS) SL11</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD - VIP 04 /APRIL 2024</b>

## **REQUIREMENTS:**

The ideal candidate must have an appropriate Bachelor's Degree / Three (3) three-year National Diploma in Security Industry Training (including SAPS/SANDF/Prisons/ National Intelligence) or a related field at NQF 6/7 as recognized by SAQA. A minimum of five (5) years of Junior Management experience in the Policing or VIP Protection discipline environment •A valid driver's licence.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

In-depth knowledge of VIP Protection principles, techniques, and tools, and how they can be practically applied. Knowledge of Corporate Government, Firearms, and proficiency. An in-depth knowledge and understanding of the Security-related Acts and policies; Communication and Protocol; Protection of Information Act; Private Security Industry Regulatory Act; Criminal Procedure Act; National Strategic Intelligence Act; Government Regulations related to the security industry and investigation. Knowledge of security functions and security management. Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; risk and threat management; safety and security management and administration, including security auditing; physical security and access control procedures; personnel security; document security; surveillance; information technology security; fire regulations and fire protection; and communication security (cryptography); security vetting; security breaches and investigations. Knowledge and understanding of the regulatory framework for the Public Service 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 National Departments, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public; and Security organizations (NIA, SAPS, and Security companies providing service to the Department – through the Manager: Security and Risk Management) including the Private Sector Organizations. •Computer literacy, strategic planning, negotiating skills, program, 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 skills, knowledge management, problem-solving and analysis, client orientation, and customer focus.

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**KEY PERFORMANCE AREAS:** • Provide effective and efficient management of VIP Protection to the MEC •Engage with the security structures/institutions in order to ensure maximum safety of the MEC, the community, and staff in events •Ensure that the office, vehicles, residence, and routes used by the MEC are safe and that precautions are taken to ensure the safety of the MEC •Develop policies and strategies aimed at improving service delivery •Manage human, financial, and asset resources of the Unit

➤ **All the appointments will be made in accordance with the Employment Equity Targets of the Department.**

ENQUIRIES:	MR S P KHANYI
TEL NO:	083 410 6508
CLOSING DATE:	26 APRIL 2024

## DIRECTIONS TO APPLICANTS:

1. The Department of Economic Development, Tourism, and Environmental Affairs 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. 
2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.
3. All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1<sup>st</sup> of January 2021 obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) The form must be completed in full, and the application form should be initiated, signed and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
4. Shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Should an applicant have a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
5. 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.
6. Shortlisted candidates may be required to undergo a competency test.



7. **“Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [kznjobs@kznedtea.gov.za](mailto: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](http://www.kznonline.gov.za/kznjobs).”** Please note that applicants should only use one of the following methods when applying for a post: either *through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.*
8. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwe.
9. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.
10. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.
11. **All** shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. Before the appointment is made for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, which is a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). 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>.

**CLOSING DATE: CHECK NEXT TO EACH POST.**

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