



Applications are invited from suitably qualified and experienced persons for the following positions.

DEPUTY DIRECTOR:	DISTRICT COORDINATION
SALARY PACKAGE:	R 744 255 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)
SALARY LEVEL:	11
DISTRICT:	AMAJUBA
REFERENCE:	DD- COOPS 02/AUGUST 2022

Requirements: An appropriate Bachelor's Degree / Three-year National Diploma in: Social Sciences in Development Studies/ Management of Cooperatives / Economics /Public Management / Public Administration / Accounting / at (NQF level 6/7) as recognized by SAQA. • Minimum of three years Junior Management experience in the Co-operatives / Small Business & Informal Trade environment or in development work and support to businesses and other income generation ventures •A valid driver's licence.

COMPETENCES NEEDED: •Broad Knowledge and understanding of Co-operative Act, Co-operatives Bank Act and related policies. •Broad knowledge of entrepreneurship and income generating programmes and activities. Good knowledge of socio-economic conditions of KZN Society. •Knowledge and an understanding of the public sector environment. •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, 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. **Candidates should demonstrate excellent Skills in:** business planning, business analysis, financial management. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, business development and employment creation challenges facing KZN. Negotiation skills, analytical and problem-solving skills, marketing skills, networking skills, strategic thinking, report writing, people and team management and presentation skills. Advanced communication skills and ability to communicate at all levels (fluently in both Isizulu and English). •Good report writing, project management, strategic management, interpersonal relations, time management, coordination, planning and organizing, research, •Analytical and innovative thinking.


KEY PERFORMANCE AREAS: •Facilitate the establishment of primary and secondary cooperatives in the district •Facilitate capacity building and skills development •Identify institutions that provide financial support to cooperatives •Provide a coordination role for development of cooperatives at a district level •Coordinate cooperative development initiatives with relevant stakeholders. •Provide appropriate

business support to cooperatives •Provide a coordination role for development of cooperatives at a district level •Manage human capital, asset and financial resource of the in the district cooperatives.

- **TARGETED: African Male and Female, Coloured Male, Indian Male and Female, White Male and Female and people with disabilities who meet the requirements**

ENQUIRIES:	MS S MAZIBUKO
TEL NO:	033- 264 2603

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 new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies** The form must be completed in full, originally signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copies of qualifications (including Junior/Senior certificate), identity document, and drivers' licence where applicable and any other relevant documents must be attached. **Such copies need not be certified when applying for a post. Only 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 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. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

08. CLOSING DATE FOR RECEIVING APPLICATIONS: 09 SEPTEMBER 2022 AT 16H00

09. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.

10. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.

11. 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 four 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.

12. 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.