



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

DEPUTY DIRECTOR:	KNOWLEDGE MANAGEMENT
TOTAL SALARY PACKAGE:	R 882, 042 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS)
SALARY LEVEL:	12
REFERENCE NO:	DD- KNOW MAGT 01/AUGUST 2022

REQUIREMENTS: •An appropriate Bachelor's Degree/ Three-year National Diploma in Library and Information Science / Knowledge Management or related qualification at NQF level 6/7 as recognised by SAQA. An Honours Degree in the related field will be an added advantage •Minimum of three years' Junior/Middle Management experience focusing on knowledge management, implementation of knowledge management and systems. •A valid driver's licence.

Knowledge and Competencies required: A thorough and in-depth knowledge of knowledge management systems and strategies in the public sector. Extensive experience in knowledge and information management; • Knowledge of information Sharing mechanisms and platforms; • A thorough understanding of relevant legislation, best practices and frameworks. 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. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct and Batho Pele principles.

Candidates should demonstrate excellent Skills in: Financial management/accounting, strategic management, programme management principles. Ability to transfer skills and knowledge, and offer appropriate advice. •Ability to gather and analyse information; Communication skills: verbal and written. Stakeholder's liaison skills. Management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: •Project management skills, planning and organizing •Good interpersonal skills, diversity management skills, Economic Transformation, change leadership and Transformation, Conflict Management.


KEY PERFORMANCE AREAS: •Develop and manage knowledge management strategy, policies and procedures for the department •Provide technical support on knowledge management issues to the

Department and relevant stakeholders •Develop and implement knowledge capacity building programme for the department and relevant stakeholders •Establish knowledge management learning networks/fora's for the department and ensure proper functioning of the departmental resource centre • Manage resources of the Sub-Directorate.

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

ENQUIRIES:	MR C HAMADZIRIPI
TEL NO:	033- 264 2781

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.