

# 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>CHIEF DIRECTORATE: ECONOMIC REVIEWS</b>
<b>POST TITLE:</b>	<b>DIRECTOR: STATISTICAL DATABASE AND KNOWLEDGE MANAGEMENT</b>
<b>SALARY:</b>	<b>R 1 162, 200 – 1 365 411.00 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF SMS) SL 13</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>D- STATS DATA &amp; KNOW 02/APRIL 2024</b>

## **REQUIREMENTS:**

The ideal candidate must have •An appropriate Bachelor's Degree in Information Science or similar at NQF Level 7 as recognized by SAQA. •A Master's Degree will serve as an added advantage. •Minimum of five years in Knowledge Management at a middle management level. •Experience in the planning, development, and implementation of knowledge management strategy •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: • A thorough knowledge of data management, applied statistics, and knowledge management systems and strategies in the public sector •Extensive experience in knowledge and information management; •Knowledge of information Sharing mechanisms and platforms; • An extensive knowledge of statistical database development and management •A thorough understanding of relevant legislation, best practices, and frameworks. •Sound Knowledge and understanding of the Public Service regulatory framework, 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, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles •Ability to transfer skills and knowledge, and offer appropriate advice •Ability to implement Knowledge management systems, undertake applied statistical data analysis, strategic Management, and people skills and use advanced Excel in data and knowledge management •Ability to gather and analyze information; Communication skills: verbal and written. Stakeholder 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.

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## KEY PERFORMANCE AREAS:

The successful candidate will be required to • Facilitate the development of interventions to support the development of the Knowledge economy in the Province • Provide technical support in the drafting, implementation and review of the Knowledge Management strategy of the department • Provide leadership in the development, maintenance and provision of statistical information to the department and stakeholders • Coordinate the provision of economic statistical information to relevant stakeholders such as KZN Provincial Planning Commission • Manage the resources of the Directorate.

- **THIS POST IS BEING RE-ADVERTISED, CANDIDATES WHO APPLIED PREVIOUSLY MAY 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 C HAMADZIRIPI
TEL NO:	033- 264 2781
CLOSING DATE:	03 MAY 2024

## DIRECTIONS TO APPLICANTS:

- 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. **
- 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.
- 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.**
- 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).**
- 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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