

# NEW VACANCY



**KWAZULU-NATAL PROVINCE**

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

<b>BUSINESS UNIT</b>	:	<b>HUMAN RESOURCE DEVELOPMENT</b>
<b>POST</b>	:	<b>HR PRACTITIONER- SKILLS DEVELOPMENT</b>
<b>SALARY NOTCH</b>	:	<b>R 294 321.00- R 343 815.00 p.a</b>
<b>SALARY LEVEL</b>	:	<b>07</b>
<b>CENTRE</b>	:	<b>HEAD OFFICE</b>
<b>REFERENCE NO.</b>	:	<b>HR PRAC – SD 38/AUG 2023</b>

## **REQUIREMENTS:**

The ideal candidate must be in possession of an appropriate National Diploma/Bachelor's Degree in Human Resource Management/Development or Public Administration/Management or any equivalent qualification as recognised by SAQA. ▪ A minimum of 1-year administrative experience in Human Resource Development environment. ▪ A valid Driver's License.

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

The successful candidate must have:- ▪ Knowledge of Constitution of RSA; Public Service Regulations; Public Service Code of Conduct; Public Service Act; Employment Equity Act; PFMA; Labour Relations Act; Basic Conditions of Employment Act ▪ Knowledge of Project Management Principles; Promotion of Access to Information Act; Promotion to Administrative Justice Act; Skills Development Act; Skills Development Levies Act; National Skills Development Strategy; Service Delivery (Batho Pele) Principles, DPSA Policies, Guidelines and Directives on HRD; SETA regulations and procedures, Administrative procedures and systems; Departmental Policy and Procedures.

## **KEY PERFORMANCE AREAS:**

The successful candidate will be required to ▪ Co-ordinate the development of Workplace Skills Plan; ▪ Co-ordinate the implementation of National Skills Development Strategy (NSDS); ▪ Compile Monthly, Quarterly and Annual Training Reports; ▪ Coordinate the sittings of Skills Development Committee

**ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

**ENQUIRIES : MR M SIKHAKHANE: TEL NO: 0832278139**  
**CLOSING DATE : 25 AUGUST 2023**

**Directions to applicants:**

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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: 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.

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<b>MARINE BUILDING</b>  22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN	<b>CALDER HOUSE</b>  217 BURGER STR, PIETERMARITZBURG  3200	  46 BISSET STREET,  PORT SHEPSTONE
<b>TRIGON PLACE</b>  139a, MARGARET STREET, IXOPO	<b>GREENVILLE BUILDING</b>  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	<b>LEGISLATURE BUILDING</b>  2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI
<b>MZOLOLO AVENUE,</b> MKUZE, 3969	<b>ALOE LOOP AVENUE,</b> NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900	<b>LOT 55D KIEPERSOL</b> STREET, RIVERVIEW ROAD, MTUBATUBA

Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://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](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).”

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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 into 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 Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

**CLOSING DATE: 25 AUGUST 2023**