



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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

PROJECT OFFICER	:	OPERATION VULA FUND (X 10 POSTS)
SALARY NOTCH	:	R 294 321 p.a
SALARY LEVEL	:	07
CENTRE	:	HEAD OFFICE
DURATION	:	3-YEAR FIXED-TERM CONTRACT
REFERENCE NO.	:	PROJ OFF: OVM 02/MAY 2023

REQUIREMENTS: •An appropriate Bachelor's Degree / 3-year National Diploma in Business Management / Public Management / Project Management / Developmental Studies / any other relevant qualification at NQF level 6, as recognized by SAQA. • A minimum of two years of proven clerical experience in the Public Service. •A valid driver's licence.

KNOWLEDGE AND COMPETENCIES REQUIRED: Working knowledge of policies and procedures manuals pertaining to Operation Vula Fund. Knowledge and understanding of Project Management principles. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Service Regulations, PFMA, National and Provincial Treasury Regulations, Financial Regulations, Labour Relations Act, Basic Conditions of Employment Act, Preferential Procurement Policy Framework Act, Service Delivery Framework (Batho Pele Principles) **Candidates should demonstrate excellent Skills in:** Report writing, project management, research, coordination skills, Business planning, financial management skills, computer literacy (PowerPoint, Microsoft Excel, and Microsoft Word), Interpersonal skills, and presentation skills. A good team working ethic, clear communication skills (written and verbal), and interviewing skills.


KEY PERFORMANCE AREAS: • Render administrative duties. •Conduct Due Diligence Assessment-Tier 1 •Facilitate and coordinate final approvals and contracts •Coordination of handover events • Customer relations, Disbursement agencies, attend to requests from internal Auditors and AGSA.

- **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 X DUBE
TEL NO:	033 264 2636

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 detailed CV, as well as copies of qualifications (including Junior/Senior certificate), identity document, driver's 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 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.**
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 for some of the positions.
8. **CLOSING DATE FOR RECEIVING APPLICATIONS: 02 JUNE 2023 AT 16H00**
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. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the 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 qualifications and CVs 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, & Environmental Affairs, Private Bag x 9152, PIETERMARITZBURG, 3200 for the attention of **Ms. Thobile Hlophe**. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**