



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:

PERSONAL ASSISTANT	DIRECTOR – YOUTH ECONOMIC EMPOWERMENT
SALARY NOTCH:	R 257 508 p.a.
SALARY LEVEL	07
REFERENCE NO:	PA - YED - 04/SEPT 2021

REQUIREMENTS: Applicants must have a Senior Certificate and a one-year Diploma in Secretarial Studies and/or a Diploma in any of the three i) Office Management, ii) Public Management, iii) Business Management. Applicants must have 3 years practical executive or secretarial experience in business environment. •Computer literacy is a prerequisite.

COMPETENCIES NEEDED: Knowledge of minutes taking, report writing and project management. Working knowledge in the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of administrative and clerical procedures and systems. Basic knowledge of financial administration,

THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: • Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail and Internet Office) • Basic knowledge on Financial Administration and Budgeting •Telephone etiquette •Document tracking •Administrative Practices, Conference and Meeting Procedures •Excellent organizing skills •Numeracy skills •Excellent interpersonal and communication skills (written and verbal) •Personal attributes •Ability to maintain a high level of confidentiality • Candidates must be self-driven, motivated, results oriented and Professional.

KEY PERFORMANCE AREAS: The incumbent will be responsible for the following: •Provides a secretarial/receptionist support service to the Director by compiling realistic schedules of appointments, performs advanced typing work, operates and ensures that office equipment (fax machines and photocopiers) are in good working order. •Renders administration support services through ensuring the updating and safekeeping of all records, responds to enquiries received from internal and external stakeholders, ensure that travel arrangements are well coordinated, manages the leave register and telephone accounts for the unit, drafts documents for the manager and the unit where required. •Provides support to the Director in terms of organising meetings and taking minutes, prepares briefing notes for the manager as required.

•Support the Director with the administration of the budget by collecting and coordinates all the documents related to the manager’s budget, keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending.

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

ENQUIRIES:

MR T ZONDI

TEL NO:

033- 264 2522

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 prescribed Application for Employment form (Z83) obtainable from any Public Service Department which must be originally signed and dated. **A new Z83 application form for applying for employment became effective from the 1st of January 2021. The new Z83 application form can be downloaded at www.dpsa.gov.za-vacancies** The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. 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. **Failure to submit all the requested documents will result in the application not being considered.**

8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

09. CLOSING DATE FOR RECEIVING APPLICATIONS: 01 OCTOBER 2021 AT 16H00

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

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

12. 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 three 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.

13. 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 Thobile Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.