

NEW VACANCY



KWAZULU-NATAL PROVINCE

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

BUSINESS UNIT	:	ENVIRONMENTAL MANAGEMENT
POST	:	PERSONAL ASSISTANT: ENVIRONMENTAL MANAGEMENT
SALARY NOTCH	:	R 294 321.00- R 343 815.00 p.a
SALARY LEVEL	:	07
CENTRE	:	HEAD OFFICE
REFERENCE NO.	:	PA-ENV 04/AUG 2023

REQUIREMENTS:

The ideal candidate must be in possession of a Senior Certificate and a one-year Diploma in Secretarial Studies and/or a Diploma in any of the three areas: i) Office Management, ii) Public Management, iii) Business Management. Applicants must have 3 years of practical experience in rendering support to Senior Management. ▪ Computer literacy is a prerequisite.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have ▪ Knowledge of minutes taking, report writing, project management, and stakeholder 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. ▪ Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail, and Internet Office); ▪ Basic knowledge of 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 RESPONSIBILITIES:

The successful candidate will be required to provide: ▪ **Provide a secretarial/receptionist support service to the Chief Director** through organizing the Chief Director's affairs maintaining and organizing the diary to arrange and confirm appointments and reminding the Chief Director of engagements, arrangement of transport, and accommodation. ▪ **Renders administration support services through ensuring the updating and safekeeping of all records**, responding to enquiries received from internal and external stakeholders, managing the leave register and telephone accounts for the unit, and drafting documents for the manager and the unit where required. ▪ **Provide support to the Chief Director in terms of organizing meetings and taking minutes.** ▪ **Support the Chief Director with the administration of the budget by collecting and coordinating all the documents related to the manager's budget**, collecting and coordinating all the documents related to the manager's budget, keeping records of expenditure commitments, monitoring expenditure and alerting the manager of possible over and under spending.

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

ENQUIRIES : DR R DLAMINI: TEL NO.: 033 264 2643
CLOSING DATE : 25 AUGUST 2023

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Directions to applicants:

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

Interested applicants can visit the following website at 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 or submit their Z83 and CV directly to the following email address kznjobs@kznedtea.gov.za

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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.”

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