



KWAZULU-NATAL PROVINCE

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

ADMINISTRATIVE CLERK:	ENVIRONMENTAL MANAGEMENT (X7 POSTS)
SALARY NOTCH:	R 173 703 p.a.
SALARY LEVEL	05
DISTRICT:	AMAJUBA, UTHUKELA, UMZINYATHI, ILEMBE, ETHEKWINI, KING CETSHWAYO AND UMKHANYAKUDE
REFERENCE NO:	ADMIN-ENV 07/JULY 2021

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification. An Office administration qualification, administrative experience in a public service environment and a driver's licence will be an added advantage.

COMPETENCIES NEEDED: Basic knowledge of Environmental Management duties and practices, Batho Pele principles, Computer literacy, Capturing of data and collection of statistics. 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.


THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: • Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail and Internet Office) • Financial management skills • Telephone etiquette • Document tracking • Time management skills • 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:

- Render general clerical support services.
- Provide supply chain clerical support services within the component.
- Provide personnel administration clerical support services within the component.
- Provide financial administration support services in the component.

PREFERENCE WILL BE GIVEN TO CURRENT AND PREVIOUS INTERNS OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS AS WELL AS PEOPLE RESIDING IN KWAZULU-NATAL

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: 16 AUGUST 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.**