



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

DEPUTY DIRECTOR/REGIONAL MANAGER:	COOPERATIVES DEVELOPMENT (AREA 1)
TOTAL SALARY PACKAGE:	R 902, 502 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)
SALARY LEVEL:	12
DISTRICT:	PIETERMARITZBURG (HEAD OFFICE)
REFERENCE:	DD-COOPS 02/MARCH 2023

REQUIREMENTS: An appropriate Bachelor's Degree/Three-year National Diploma in Commerce/Business Management/ B Com Degree/Economics/Developmental Studies/ Accounting at NQF level 6/7 as recognized by SAQA. • A minimum of three years' work experience in Junior /Middle Management and in the Cooperatives Development and/or Small Business Development environment and /or experience in development and support businesses and other income-generating ventures. • A valid Driver's licence.

KNOWLEDGE AND COMPETENCIES REQUIRED: Broad Knowledge and understanding of the Cooperatives Act and related policies. Broad knowledge of entrepreneurship and income-generating programmes and activities. Good knowledge of the KZN Developmental Priorities. Understanding and knowledge of cooperatives development dynamics in KZN. Good knowledge of socio-economic conditions of KZN Society. Knowledge and an understanding of the public sector environment. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Participation, Community Outreach, Service Delivery Frameworks, Treasury Regulations, Public Service Regulations, Labour Relations Act, Employee Performance and Management System, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, policies and strategies. Ability to interpret and apply policies, advanced knowledge, and application of general management, programme management, and project management principles.

Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, and financial management. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, employment creation, and business development skills, approaches, and techniques. Negotiation skills, analytical and problem-solving skills, marketing skills, networking skills, strategic thinking, report writing, people and team management, and presentation skills. Advanced communication skills and ability to communicate at all levels, including National Departments, Provincial Departments, Senior Management, Private Sector Organizations, Media, and the General Public. Good project management, interpersonal relations, time management, coordination, planning and organizing, and research. Analytical and innovative thinking. Ability to source, analyse and provide data and statistics in a dynamic, team-oriented environment.


KEY PERFORMANCE AREAS: • Manage the regional programmes for cooperatives development • Manage contracts and performance of service providers at a regional level. • Manage the

advancement of commodity or industry/sector-specific co-operatives •Facilitate the proper implementation of policies, strategies, and legislation related to cooperatives. •Manage human capital and assets of the regional Cooperative office.

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

ENQUIRIES:	MS S MAZIBUKO
TEL NO:	082 808 0191

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, and 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.
08. **CLOSING DATE FOR RECEIVING APPLICATIONS: 24 MARCH 2023 AT 16H00**
09. 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 AND Environmental Affairs, Private Bag x 9152, PIETERMARITZBURG, 3200 for the attention of Ms. Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**