

# NEW VACANCY



**KWAZULU-NATAL PROVINCE**

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

<b>BUSINESS UNIT</b>	:	<b>INFORMATION TECHNOLOGY SERVICES</b>
<b>POST</b>	:	<b>SECRETARY TO DIRECTOR: INFORMATION TECHNOLOGY SERVICES</b>
<b>SALARY NOTCH</b>	:	<b>R 202 233.00 – R 235 611.00 per annum</b>
<b>SALARY LEVEL</b>	:	<b>05</b>
<b>CENTRE</b>	:	<b>HEAD OFFICE</b>
<b>REFERENCE NO.</b>	:	<b>SEC-IT 12/AUG 2023</b>

## **REQUIREMENTS:**

The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. ▪Computer literacy is a prerequisite.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures ▪ Porting formats/ Templates of the organogram ▪ Sound knowledge on the operation and utilization of the following equipment: general Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; minutes taking. Working knowledge of 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, Service Delivery (Batho Pele).

## **KEY PERFORMANCE AREAS:**

The successful candidate will be required to ▪**Provide a secretarial/receptionist support service to the Director** i.e. Record appointment and events in the diary of the Director, type documents for the Director, operates office equipment; ▪ **Provide a clerical support service to the Director** i.e. Arrange meetings and events for the Director, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; ▪ **Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director** i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

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

**ENQUIRIES : MS SINDISWA MHLONGO AT TEL NO.: 060 969 3957**  
**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.

<b>MARINE BUILDING</b>	<b>CALDER HOUSE</b>	
<b>22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN</b>	<b>217 BURGER STR, PIETERMARITZBURG  3200</b>	<b>46 BISSET STREET,  PORT SHEPSTONE</b>

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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](http://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](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [kznjobs@kznedtea.gov.za](mailto:kznjobs@kznedtea.gov.za)

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](http://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>.

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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.

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