



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 position:

POST:	Secretary: to the Director: Office of the HOD
SALARY NOTCH:	R 181 599 per annum
SALARY LEVEL	05
CENTRE:	HEAD OFFICE
REFERENCE NO:	PA-DIR- HOD - 16/FEB 2023

REQUIREMENTS: Applicants must have Grade 12 or any qualification that will enable the person to perform work satisfactory. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. ▪Computer literacy is a prerequisite.

COMPETENCIES NEEDED: Knowledge of relevant legislation/ policies/ prescripts and procedures ▪ reporting formats/ Templates of the organogram ▪ Sound knowledge on the operation and utilization of the following equipment's: general Office Equipment i.e. Binding Machines, dictaphones, computer, printer, photocopier, fax machine, data video projector and MS Office ie 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).


THE CANDIDATES SHOULD DEMONSTRATE EXCELLENT SKILLS IN: ▪ Utilization of computer software packages (MS Word, PowerPoint, MS Excel, E-mail and Internet Office) ▪ Minutes taking skills; Excellent interpersonal and communication skills (written and verbal) with people at different levels from different backgrounds ▪ Good telephone etiquette ▪ Tact and discretion ▪ Numeracy skills ▪ Document tracking ▪ Meeting Procedures ▪ 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: ▪**Provide a secretarial/receptionist support service to the Director** ie. Record appointment and events in the diary of the Director, type documents for the Director, operates office equipment's; ▪ **Provide a clerical support service to the Director** ie. 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** ie. 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.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.**
- **CLOSING DATE: 03 March 2023.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

ENQUIRIES:	Mrs L Govender
TEL NO:	033 – 264 2515

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 detail CV as well as copies of qualifications (including Junior/Senior certificate), identity document, and drivers' 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 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. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

08. CLOSING DATE FOR RECEIVING APPLICATIONS: 03 MARCH 2023 AT 16H00

09. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for 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 qualification and CV's 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 T Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.