



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

70 Jabu Ndlovu Street, Pietermaritzburg, 3201

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Private Bag X 9152

Pietermaritzburg, 3200

www.kznded.gov.za

Programme/Sub-Programme: Human Resource Development & Management

TO ALL MEMBERS OF STAFF WITHIN KZN PROVINCIAL ADMINISTRATION

VACANCY CIRCULAR NO. 6 OF 2021

1. This circular is issued in terms of the provisions contained in Part 4, Regulation 65 of the Public Service Regulations 2016.
2. The content of this circular must without delay be brought to the notice of all eligible officials in your Department, including those in branch / regional offices. Supervisors must notify all potential candidates who may qualify for post/s in the circular even if they are absent from their normal place of work.
3. ***KINDLY NOTE THAT ONLY OFFICIALS WITHIN KWA-ZULU NATAL PROVINCIAL ADMINISTRATION, MAY APPLY FOR AND WILL BE CONSIDERED FOR THESE POSTS.***

4. DIRECTIONS TO CANDIDATES

- The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representativity in the Department in terms of race, gender and disability; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply.
- Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post)
- 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.
- 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). Where an applicant has lost a certificate, ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached.

- 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.
- 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 appoint to the advertised post(s).
- Failure to submit all the requested documents will result in the application not being considered.
- Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.
- Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
- Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
- 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.
- 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. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.

• **CLOSING DATE FOR RECEIVING APPLICATIONS: ~~01 JUNE 2021 AT 16H00~~**

04 JUNE 2021 AT 16H00



MS NP MSIMANGO

DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DATE: 2021-05-17



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DEPUTY DIRECTOR:	IEDS BRANCH COORDINATOR
SALARY PACKAGE:	R 733 257 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)
SALARY LEVEL:	11
CENTRE:	Head Office (Pletermaritzburg)
REFERENCE:	DD- IEBS 01/MAY 2021

Requirements: An appropriate Bachelor's Degree or BTech in Business Administration and or in Corporate Administration at NQF level 7 as recognized by SAQA. •A minimum of three years' Junior management experience in an executive management environment. •A valid driver's licence. A Project Management qualification will serve as an added advantage.

COMPETENCIES NEEDED: Financial and Budget Management • Contracts Management • Project Management • Intergovernmental Relations • Stakeholder Relations • Business/Office Admin and Executive Secretarial Services (Document Management, Submissions and Report writing) • Coordination of travel (Domestic and International) • Coordination of meetings • Good understanding of public service regulatory environment e.g. Public Service Act, PFMA, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Treasury Regulations, policies and procedures • Understanding of government's medium term strategic frameworks • Proven ability to communicate at all government levels and across various structures and spheres – Local, Provincial and National including the Private Sector Organizations • Good knowledge of MS Word, MS Excel and MS PowerPoint.

Candidates should demonstrate excellent skills in: Research, Project management, Communication (verbal/written) and Presentation skills, Conflict management and Interpersonal relations, People management, Policy analysis, Problem solving and organizing skills. Ability to work independently will be an added advantage. The incumbent must be assertive and self-driven, innovative and customer focused and must be willing to work prolonged and/or abnormal hours, and must have an ability to maintain high levels of confidentiality.

KEY PERFORMANCE AREAS: • Manage the office of the DDG • Manage and Coordinate high level secretariat and admin support services • Oversee executive secretariat service and administration support • Compile and consolidate IEDS projects information and Progress Service Delivery Reports • Manage Stakeholder Relations within the Office of the DDG • Manage Branch Budget and Financial Resources • Manage and Monitor implementation of Special Initiatives /Projects within the DDG's Office • Facilitate Branch Strategic Planning Sessions • Manage the Branch reporting systems, timeous and accurate reporting.

This post is being re-advertised, candidates who are still interested are welcome to re-reapply

ENQUIRIES:	MR S MYEZA
TEL NO:	033- 264 2760



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ASSISTANT DIRECTOR:	LOGISTICS MANAGEMENT
SALARY NOTCH:	R 376, 596 PER ANNUM
SALARY LEVEL:	09
REFERENCE NO:	AD- LOGISTICS 02/MAY 2021

Requirements: • An appropriate Bachelor's Degree / 3-year National Diploma in Supply Chain Management / Public Management/ Public Administration At (NQF level 6) as recognized by SAQA.
• A minimum of 3 years administrative experience in the field of procurement and provisioning. • A valid driver's licence. Knowledge of and experience with working with BAS.

COMPETENCES NEEDED: Thorough knowledge of Supply Chain Management Framework such as Preferential Procurement Policy Framework Act and regulations, Broad Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, Constitution of Bid Committees and contracts. Excellent knowledge of the Supply Chain Management processes, Government Procurement Systems and policy development. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, PPPFA, Departmental Procurement Procedure; Financial Information Systems: BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, Code of Conduct. Good working knowledge of administrative experience, asset and asset disposal management and risk management. **Candidates should demonstrate excellent skills in:** Ability to interpret SCM policies. Financial and supply chain management skills, Research skills, •Computer literacy• Planning and organizing skills •Problem-solving and analysing skills •Interpersonal skills •Presentation skills •Good Communication skills •Report-writing skills • Time management • Project management •Business planning, ability to work under pressure, proficiency in chairing meetings, decision making skills and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters.

KEY PERFORMANCE AREAS: • Manage the provision of inventory (stores) management for the department and delivery of goods and services• Control commitment of orders on BAS and Entity Maintenance • Manage and control travel arrangements •Provide advice, guidance and input to policies •Manage resources of the Division.

ENQUIRIES:	MS D RAICHUND
TEL NO:	033 264 2652