



**Applications are invited from suitably qualified and experienced persons for filling the following positions:**

<b>BUSINESS UNIT:</b>	<b>AUXILLIARY SERVICES</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: FLEET MANAGEMENT</b>
<b>SALARY:</b>	<b>R 896 436.00 – R 1 055 958.00.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of MMS) SL 11</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD-FLEET MNGT 01/JULY 2025</b>

**MINIMUM REQUIREMENTS:**

The ideal candidate must have an appropriate National Diploma/ Bachelor's Degree in Public Management/ Fleet Management/Transport Management/ Logistics Management at NQF level 6/7 as recognized by SAQA. •A minimum of three (3) years' Junior management experience in a Fleet Management environment. • A valid driver's License.

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

The successful candidate must have advanced knowledge and understanding of government processes and relevant legislation attached to the post. Advanced knowledge of fleet management prescripts, circulars, and directives. Sound knowledge of Departmental policies and procedures. Knowledge and an understanding of the Public Sector environment. Sound knowledge and understanding of regulatory framework for the Public Service Act, PFMA, Treasury Regulations, Public Services Regulations, Constitution of South Africa, Labour Relations Act, Good stakeholder coordination and engagement, Employee Performance and Management Systems, 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. Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Knowledge of Public Service Code of Conduct, Knowledge of Service Delivery Framework (Batho Pele Principles), Risk Management, Fleet Management Policies, and Subsidised Vehicle Policies. Skills such as Planning and Organizing skills, Interpersonal Relations, Financial Management skills, Problem Solving skills, Communication skills (verbal and written), Conflict Management skills, Computer Literacy, Presentation Skills, Report Writing, Negotiation skills, Project Management skills, Research skills, Time Management, Leadership skills, Strategic Planning, Analytical Thinking and Basic Driving skills. Personal Attributes such as Innovation, Loyalty, Integrity, Trustworthiness, Commitment, and Professionalism.

**KEY PERFORMANCE AREAS:**

The incumbent will be required to: •Coordinate proper control over the safeguarding and management of vehicles; • Develop and manage the departmental fleet management plan; •Coordinate the provision of subsidised vehicles; • Develop fleet management policies and strategies aimed at improving service delivery; and • Manage resources of the sub-directorate.

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

**ENQUIRIES: MS. T NGWENYA**

**TEL NO: 0332642500**

**BUSINESS UNIT: AUXILLIARY SERVICES**  
**POST TITLE: DEPUTY DIRECTOR: RECORDS MANAGEMENT**  
**SALARY: R 896 436.00 – R 1 055 958.00.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of MMS) SL 11**  
**CENTRE: HEAD OFFICE: PIETERMARITZBURG**  
**REFERENCE: DD-REC MNGT 02 /JULY 2025**

## **REQUIREMENTS**

The ideal candidate must have an appropriate National Diploma/ Bachelor's Degree in Public Management/ Public Administration/ Business Management/ Records Management/ Information Management at NQF level 6/7 as recognized by SAQA. •A minimum of three (3) years' Junior management experience in a Records Management environment. • A valid driver's License.

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

The successful candidate must have advanced knowledge and understanding of Records Management. Knowledge of Public Service, Legislation/Policies/Prescripts and Procedures. Basic Knowledge of Financial Administration, Information Management, Policies and Procedures on Records Management, and relevant Legislative and Regulatory requirements. Knowledge of minimum information security standards. National Archives and Records Service Act, 1996 as Amended, Public Finance Management Act. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Code of Conduct, Employee Performance and Management System, KwaZulu-Natal Provincial Archives and Records Services Acts, 1999, Service Delivery Frameworks (Batho Pele Principles), Constitution of the Republic South Africa, Promotion of Access to Information Act, Electronic communication and transactions act, 2002, Risk Management, Transaction Process Systems, Database Management Systems, Management Information Systems, Electronic Document Management System, Electronic Records Management Systems. Skills such as Research and Analytical skills, interpersonal Relations, Financial Management skills, Analytical Thinking, Interpersonal Relations, Communication Skills (verbal and written), Report Writing skills, Research, Planning and Organizing skills, Computer Literacy, Problem Solving, Presentation skills, Strategic Planning, Leadership skills, Time Management and Basic Driving skills. Innovation, loyalty, integrity, commitment, trustworthiness, working under pressure, reliability, and professionalism.

## **KEY PERFORMANCE AREAS:**

The incumbent will be required to • Manage implementation of effective records management strategies, policies, and systems in line with applicable legislation and best practices; • Ensure efficient and compliant creation, use, maintenance, storage, and disposal of physical and electronic records; •Manage promotion of records management culture through capacity development, awareness, and compliance monitoring across the department; • Ensure compilation and implementation of departmental records management policies and procedures; and • Manage resources of the sub-Directorate.

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

**ENQUIRIES: MS. T NGWENYA**  
**TEL NO: 0332642500**

**BUSINESS UNIT: ENVIRONMENTAL MANAGEMENT**  
**POST TITLE: CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT (X 2 POSTS)**  
**SALARY: R 612,480 – R 700,620 PER ANNUM (OSD)**  
**CENTRES: AMAJUBA AND UMKHANYAKUDE DISTRICTS**  
**REFERENCE: CEO –EIM 03/ JULY 2025**

### **REQUIREMENTS**

The ideal candidate must have • An appropriate recognized Honours Degree or equivalent qualification in Natural Sciences, Environmental Management, Environmental Law, or Environmental Science; • EAPASA Registration in terms of S24H of NEMA; • A minimum of 6 years' experience in Environmental Management; and • A valid driver's License.

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

The successful candidate must have a good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of Environmental Impact hierarchy and Regulations; Practical knowledge of the Environmental Impact Assessment Process; Sound understanding of other Integrated Environmental Tools, provisions of the National Environmental Management Act, 1998, the Environmental Conservation Act, 1989, and Subordinate Legislation. Promotion of Administrative Justice Act; National Development Plan, Provincial Growth and Development Plan. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations of 2016, Labour Relations Act, Employee Performance Management Systems, Project Management principles, Service Delivery Framework, KwaZulu-Natal Citizens' Charter. Skills: Proven verbal and written communication skills, fully computer literate, presentation skills, problem-solving skills, sound interpersonal skills, ability to evaluate and review documents, project management, Analytical thinking skills, and research skills. The candidate must be honest, disciplined, and efficient.

### **KEY PERFORMANCE AREAS:**

The incumbent will be required to • Facilitate and coordinate the EIA process, including the development of Environmental Authorizations, conditions of authorizations and/or exemptions; • Facilitate and coordinate the dissemination of information and technical/procedural advice relating to impact management; • Facilitate and coordinate the Implementation of other IEM tools; • Perform and manage administrative and related functions.

- **THIS POSITION IS BEING RE-ADVERTISED. CANDIDATES WHO APPLIED PREVIOUSLY ARE WELCOME TO RE-APPLY**
- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.**

**ENQUIRIES: MR. T GAMBU**  
**TEL NO: 0814967566**

<b>BUSINESS UNIT:</b>	<b>FINANCIAL MANAGEMENT SERVICES</b>
<b>POST TITLE:</b>	<b>ADMINISTRATION CLERK: ASSET MANAGEMENT AND DISPOSAL</b>
<b>SALARY NOTCH:</b>	<b>R216 417 .00 – R254 928 PER ANNUM</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AC-SCM ASSET MNGT 04/JULY 2025</b>

## REQUIREMENTS

The ideal candidate must have Grade 12. An exposure in Asset Management and Loss Control environment, and a National Diploma/ Degree in the Accounting field will serve as an added advantage

- A valid driver's License.

## ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a good working knowledge of the Constitutions, Public Financial Management Act, Public Service Act and Regulations, Public Service code of Conduct, Service Delivery Principles (Batho Pele), Asset Management Framework, Provincial Supply Chain Management Regulations and Practice Notes, Ms Office Applications (Word, Excel and PowerPoint), GRAP'S (General Recognized Accounting Practices), Loss Control Systems, Knowledge of the Hard Cat Management System & Basic Accounting System (BAS), Modified Cash Standard (MCS), Treasury Regulations. Skills: Good verbal and written communication skills, Computer Literacy, Strong Analytical Skills, Planning and Organising Skills, Report Writing and Presentation Skills, Project Management Skills, Good Interpersonal Skills, Problem Solving Skills, Research, and numerical skills. Attributes: Confidentiality, Fairness, Respect, and Honesty.

## KEY PERFORMANCE AREAS:

The incumbent will be required to

- Conduct asset verification and spot checks;
- Render maintenance (update), asset register (Hard Cat System);
- Conduct disposal of assets; and
- Perform administrative and related functions.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL**

<b>ENQUIRIES:</b>	<b>Mr. Z Makhathini</b>
<b>TEL NO:</b>	<b>0663578256</b>

## DIRECTIONS TO APPLICANTS:

1. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. 
2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.

3. All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1<sup>st</sup> of January 2021 obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies) The form must be completed in full, and the application form should be initiated, signed and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
4. **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 have a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).**
5. 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.
6. Shortlisted candidates may be required to undergo a competency test.
7. **"Applicants are encouraged to apply for posts through the KZN 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)." PLEASE NOTE THAT APPLICANTS SHOULD ONLY USE ONE OF THE FOLLOWING METHODS WHEN APPLYING FOR A POST: EITHER THROUGH THE ONLINE E-RECRUITMENT SYSTEM, EMAILING THE Z83 AND CV DIRECTLY TO THE RELEVANT DEPARTMENT, OR SUBMITTING A HARDCOPY APPLICATION AS DIRECTED.**

MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	46 BISSET STREET, PORT SHEPSTONE
TRIGON PLACE 139a, MARGARET STREET, IXOPO	GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING	73 MURCHISON STREET, LADYSMITH, 3370
50 HARDING STREET, NEWCASTLE	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	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA

	EN VLEI, RICHARDSBAY, 3900	
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8. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.
9. 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. 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.
11. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. Before the appointment is made for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, which is a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

**CLOSING DATE: 25 JULY 2025**

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