



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 positions:

BUSINESS UNIT:	CORPORATE SERVICES
POST TITLE:	DIRECTOR: LEGAL SERVICES
SALARY:	R 1 216 824 – 1 433 355 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS, SL13)
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DIR-LEGAL 08 /JULY 2025

REQUIREMENTS:

The ideal candidate must have an appropriate qualification in Law at NQF 7 as recognized by SAQA. • Must be admitted as an Attorney or Advocate. • A minimum of 5 years of Middle Management experience in a legal environment. • Proven extensive practical experience within a legal environment • Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment • A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have in-depth knowledge of all legal prescripts applicable to the public service, particularly the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical, and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Skills Development Act, National Development Plan, Provincial Growth and Development Plan, Criminal Procedure Act, KZN Citizens' Charter. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. • Sound human relations and interpersonal skills • Ability to provide legal advice • Negotiation, legal research, including (legal) analytical skills • Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels, including Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments, Members of the public. • Computer literacy, report writing, strategic planning, negotiating skills, program, and project management principles, report writing, and presentation skills. • Broad knowledge of service delivery innovation and change management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.

KEY PERFORMANCE AREAS

The successful candidate will be required to • Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department and the office of the Ministry • Manage the provision of effective litigation management in the department. • Manage the provision of effective legal drafting of opinions and contracts. •Manage the development and implementation of specific line functions and all public service policies, strategies, programmes such as Risk and Integrity Management, Operation Vula Fund, Operation Sukuma Sakhe/DDM. • Manage the provision of legal advisory support services •Coordinate legislative review and reform program in the department •Manage and coordinate the Departmental Legislative program, including the Provincial Rationalization of Laws Project • Manage human, financial, and other physical resources of the component/Directorate.

➤ **TARGETED: FEMALES AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS.**

ENQUIRIES:	MR S P KHANYI
TEL NO:	083 410 6508

BUSINESS UNIT:	CHIEF DIRECTORATE: ECONOMIC REVIEWS
POST TITLE:	DIRECTOR: ECONOMIC ANALYSIS
SALARY:	R 1 216 824 – 1 433 355 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF SMS, SL 13
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DIR- ECO ANALYSIS 09/JULY 2025

REQUIREMENTS:

The ideal candidate must have •An appropriate Bachelor's Degree in Economics at NQF Level 7 as recognized by SAQA; •A Post Graduate Degree in Economics will serve as an added advantage. •A Minimum of five (5) years' Middle/Senior Management experience focusing on Economic Analysis, Economic Modelling, Economic Research, and Statistical Analysis. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment; •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: •A rigorous and in-depth knowledge of Economic Analysis, Applied Statistics, and Econometrics, data management, and strategies in the public sector •Knowledge of information sharing mechanisms and platforms; • A thorough understanding of relevant legislation, best practices, and frameworks. •Sound Knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Municipal Finance Management Act (MFMA), Economic Modelling Packages (such as EViews, Stata and others), Treasury Regulations, Provincial Growth and Development Strategy (PGDS), National Development Plan (NDP), Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. •Ability to provide leadership in provincial and national economic analysis, forecasting, economic modelling, applied statistical data analysis, strategic management, and people skills, and use of advanced Excel and other data analysis tools. •Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles •Skills such as research design, interpreting and analyzing quantitative and qualitative socio-economic data, methodologies and implementation, networking and communication, analytical thinking, problem analysis and problem solving, advanced computer literacy,

report writing, time management, presentation and verbal communication skill, project development, management and monitoring skills, financial and budget management, planning and organizing, ability to transfer skills and knowledge, offer appropriate advice; •Ability to work under pressure. Flexibility to work long and extra hours. Attributes such as innovative, ubuntu, service excellence, ethical conduct, integrity, commitment, and professionalism.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: •Oversee Economic Analysis for the KZN Province; • Coordinate and facilitate the development of standards on Economic Analysis; •Coordinate the analysis of economic trends using relevant instruments; •Ensure the development and implementation of Economic Analysis, Policies, Strategies, Programmes such as Risk and Integrity Management, Operation Sukuma Sakhe/DDM; and •Manage the resources of the Directorate.

TARGETED: FEMALES AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS

ENQUIRIES:	MR C HAMADZIRIPI
TEL NO:	033- 264 2781

BUSINESS UNIT:	CHIEF DIRECTORATE: ECONOMIC REVIEWS
POST TITLE:	DIRECTOR: STATISTICAL DATABASE AND KNOWLEDGE MANAGEMENT
SALARY:	R 1 216, 824 – 1 433 355 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF SMS) SL 13
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DIR-STAT & KNOW 10/JULY 2025

REQUIREMENTS:

The ideal candidate must have •An appropriate Bachelor's Degree in Applied Statistics/ Applied Mathematics/ Library & Information Science at NQF Level 7 as recognized by SAQA. •A Postgraduate qualification will serve as an added advantage. •A Minimum of five years at a middle management level/ Senior Management in focusing on Applied Statistics, Data Management, Knowledge Management, implementation of knowledge management systems and strategies. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: • An in-depth knowledge of data management, applied statistics, and knowledge management systems and strategies in the public sector •Extensive experience in knowledge and information management; •Knowledge of information Sharing mechanisms and platforms; •Ability to implement knowledge management systems, undertake applied statistical data analysis, strategic Management, and people skills and use advanced Excel in data and knowledge management •An extensive knowledge of statistical database development and management •A thorough understanding of relevant legislation, best practices, and frameworks. •Sound Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. •Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct, Batho Pele principles, budget formulation, financial management/accounting, strategic management, and programme management principles •Ability to transfer skills and knowledge, and offer appropriate advice

- Ability to gather and analyze information; Communication skills: verbal and written. Stakeholder liaison skills, management skills, research skills, presentation skills, policy analysis and development, analytical thinking, interpersonal relations, interpretation of statutes, diplomacy, computer literacy, language skills, and time management skills
- Ability to work under pressure. Flexibility to work long and extra hours. Skills:
- Project management skills, planning and organizing
- Good interpersonal skills, diversity management skills, economic transformation, change leadership, and transformation, conflict management.

KEY PERFORMANCE AREAS:

The successful candidate will be required to:

- Provide strategic leadership and governance on knowledge management and statistics of the Department
- Oversee data and knowledge infrastructure management
- Provide leadership in the provision of data analytics, reporting, and insights
- Oversee policy implementation, capacity building, and stakeholder engagement
- Manage the resources of the Directorate.

TARGETED: FEMALES AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS

ENQUIRIES:	MR C HAMADZIRIPI
TEL NO:	033- 264 2781

BUSINESS UNIT :	IMPACT ASSESSMENT
POST:	DEPUTY DIRECTOR: IMPACT ASSESSMENT
SALARY PACKAGE:	R 1 059 105 – R 1 247 574 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED BY THE RULES OF MMS) SL12
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DD – IMP ASSESS 11/JULY 2025

REQUIREMENTS

The ideal candidate must have

- An appropriate Bachelor's Degree in Economics/ Applied Statistics/ Applied Mathematics/ Data Science/ Econometrics as recognized by SAQA.
- A Postgraduate Degree in the relevant field will serve as an added advantage.
- A minimum of 3 years of Junior Management experience focusing on Impact Assessment, Economic Modeling, Applied Statistics, and Data Management.
- A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a thorough knowledge of data management, applied statistics, and knowledge management systems and strategies in the Public Sector. An in-depth knowledge and understanding of Economic impact assessment. Advanced knowledge of Statistics and Data Analysis, Database Administration, and Project Management Principles. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principles, Budget formulation and Financial Management. Skills such as presentation skills, analytical skills, interpersonal relations, research skills, computer skills, report writing skills, decision making skills, facilitation skills excellent communication skills both verbal and written, legal drafting skills and ability, sound legal research and analytical skills, excellent human relations and interpersonal negotiation skills, Ability to work independently and in a team, Computer skills, problem solving, caring & supportive, ethics & integrity, accountability, transparency. attributes such as innovation, independent, time-frame driven, meticulous, confidentiality, honesty, reliability, and commitment.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: •Coordinate the implementation of rigorous economic impact assessment methodologies, utilizing a variety of quantitative and qualitative techniques; •Undertake comprehensive economic impact assessments on specific provincial catalytic projects and interventions; • Identify and evaluate various data sources relevant to economic impact assessment; • Develop economic impact assessment policies and strategies aimed at improving service delivery; and • Manage the resource of Sub-Directorate.

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

ENQUIRIES: MR C HAMADZIRIPI
TEL NO: 033 264 2781

BUSINESS UNIT: LEGAL SERVICES
POST TITLE: SENIOR LEGAL ADMINISTRATIVE OFFICER: LEGAL ADVISORY SUPPORT SERVICES
SALARY: R 586 956 – R 1 386 972 PER ANNUM (MR 6) (suitable notch to be determined in accordance with the OSD determination)
SALARY LEVEL: OSD
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: SEN LEGAL AD OFFICER 12 /JULY 2025

MINIMUM REQUIREMENTS:

The ideal candidate must have a Bachelor's Degree in Laws (LLB) as recognized by SAQA. • A minimum of 8 years' appropriate post-qualification legal experience, •Admitted as an Attorney or Advocate will serve as an added advantage. • Proven extensive practical experience within a legal environment •A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have advanced knowledge and experience in the management of litigation and internal appeals, the ability to draft legal documents, and the ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts the functions being performed in the Department, and knowledge of the South African Constitutional Law. Knowledge and understanding of the legislative drafting process and the rules of Parliament. An in-depth knowledge of all legal prescripts applicable to the public service and, in particular, the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical, and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Knowledge of the Criminal Procedure Act, KZN Citizens' Charter, Employee Performance & Management Systems, National Environmental Management Act (NEMA). Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing

policies. • Sound human relations and interpersonal skills • Ability to provide legal advice • Negotiation, legal research, including (legal) analytical skills • Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels, including Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments, and Members of the public. Skills such as Legal drafting skills, legal research Skills, supervisor skill, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal and written communication skills, conflict management skills, presentation skills, coordination skills, planning and organising skills, project management skills, strategic planning skills, leadership skills, facilitation skills, risk management skills, strategic direction and change management skills. Attributes such as Honesty, Innovation, Integrity, Professionalism, and working under pressure.

KEY PERFORMANCE AREAS:

The incumbent will be required to • Prepare legal advice to MEC, HOD, and Officials on line function and transversal legislation upon request; • Manage and coordinate the Environmental Appeals and provide advice to the MEC; • Facilitate and coordinate the MEC's environmental appeal panel appointed in terms of the National Appeal Regulations 2014; • Manage and coordinate the submission, receipt & processing of appeals in Legal Services on behalf of the MEC; • Develop policies and strategies aimed at improving service delivery in the appeals processes; and • Manage the 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:	MR. SP KHANYI
TEL NO:	0834106508

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 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, 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 Qualifications 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 or submit their Z83 and CV directly to the following email address 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.”** **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 EN VLEI, RICHARDSBAY, 3900	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA

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 Sipho 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: 22 AUGUST 2025
