

KWAZULU-NATAL PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

POST TITLE : DEPUTY DIRECTOR: WOMEN ECONOMIC EMPOWERMENT
BUSINESS UNIT : WOMEN AND PEOPLE WITH DISABILITIES ECONOMIC EMPOWERMENT
SALARY NOTCH : R 896 436- R 1 055 958 PER ANNUM
SALARY LEVEL : 11
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REFERENCE : DD- WEE 01/FEB 2026

REQUIREMENTS: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. • A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/youth/people with disabilities), and Formulation of Economic Development concepts. •A valid driver's License.

KEY PERFORMANCE AREAS: •Facilitate and coordinate enterprise development, skills and capacity building programme for women; • Facilitate women's economic empowerment and stakeholder partnerships in the KZN Province; • Facilitate and coordinate initiatives to support Gender Based Violence Victims; • Develop and implement transformation policies, strategies, frameworks and plans in the Province; • Manage the resources of the Sub-directorate and Compliance.

SKILLS, TRAINING AND COMPETENCIES: The successful candidate must have an in-depth knowledge of women development and target groups strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, 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, Project Management Principles. **Skills** such as Communication skills (verbal and written), presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. **Attributes** such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH IS AFRICAN FEMALE, COLOURED FEMALE, INDIAN FEMALE, AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.

Enquiries: Ms. N Nzama: Tel. No. 033 264 2708

POST TITLE : DEPUTY DIRECTOR: PEOPLE WITH DISABILITIES ECONOMIC EMPOWERMENT
BUSINESS UNIT : WOMEN AND PEOPLE WITH DISABILITIES ECONOMIC EMPOWERMENT
SALARY NOTCH : R 896 436- R 1 055 958 PER ANNUM
SALARY LEVEL : 11
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REFERENCE : DD- PDEE 02/FEB 2026

REQUIREMENTS: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. • A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/youth/people with disabilities), and Formulation of Economic Development concepts. •A valid driver's License is required. EDTEA is committed to providing reasonable accommodations to qualified individuals with disabilities.

KEY PERFORMANCE AREAS: •Facilitate and coordinate enterprise development, skills and capacity building programme for entrepreneurs with disabilities; • Facilitate market and financial access for entrepreneurs with disabilities; • Facilitate economic empowerment for entrepreneurs with disabilities and stakeholder partnerships in the KZN Province; • Develop and implement transformation policies, strategies, frameworks and plans in the Province; • Manage the human and financial resources of the Sub-directorate.

SKILLS, TRAINING AND COMPETENCIES: The successful candidate must have an in-depth knowledge of People with Disabilities strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, 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, Project Management Principle. **Skills** such as Communication skills (verbal and written), Presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. **Attributes** such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT WHICH IS PEOPLE WITH DISABILITIES, AFRICAN MALE, COLOURED MALE AND INDIAN MALE WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY. FOR PEOPLE WITH DISABILITIES, REASONABLE ACCOMMODATIONS WILL BE PROVIDED FOR THE APPLICATION PROCESS AND THE JOB ITSELF.

Enquiries: Ms. N Nzama: Tel No: 033 264 2708

POST TITLE : DEPUTY DIRECTOR: LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIES REVITALIZATION X 2 Posts
BUSINESS UNIT : LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIES REVITALIZATION
SALARY NOTCH : R 896 436- R 1 055 958 PER ANNUM
SALARY LEVEL : 11
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REFERENCE : DD- TRER 03/FEB 2026

REQUIREMENTS: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. • A minimum of 3 years' junior management experience in project management (project conceptualization, stakeholder interaction and management, financial management and monitoring), development work in township and rural areas, and the formulation of economic development concepts. • A valid driver's License.

KEY PERFORMANCE AREAS: • Facilitate and coordinate the implementation of Township and Rural Economies Revitalization; • Facilitate Access to finance and markets for township and rural based enterprises; • Facilitate the establishment of sound stakeholder management processes and partnerships; • Develop and implement policies, strategies, frameworks and plans relevant to Localization of Opportunities Township and Rural Economies Revitalization (TRER) in the Province; • Manage the human and financial resources of the Sub-directorate.

SKILLS, TRAINING AND COMPETENCIES: The successful candidate must have an in-depth knowledge of • Legislation, Policy and Strategy affecting Township and Rural Economic Development; Provincial Economic Transformation policies and strategies; Research Methodologies; Sustainable Economic Development strategies; Feasibility Studies, Sector Studies, Business Plans, Integrated Development Plans, Project Financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District Level; Partnerships for Economic Development; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, 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 Principle. **Skills** such as Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project development, management and monitoring, Business planning, Report writing and Presentation skills, Budgeting, Analytical thinking and problem solving, as well as Computer Literacy. **Attributes** such as Self-confidence, Integrity and trust, Client orientation, Ability to work in teams as and when necessary, Independent work and result-oriented, Ability to motivate others and show initiative, as well as Ability to learn continuously.

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH IS AFRICAN MALE, COLOURED MALE, INDIAN MALE, AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.

Enquiries: Mr. B Mkhize: Tel No: 033 264 2641

POST TITLE : DEPUTY DIRECTOR: BLACK INDUSTRIALIST PROGRAMME X 2 Posts
BUSINESS UNIT : BLACK INDUSTRIALIST PROGRAMME
SALARY NOTCH : R 896 436- R 1 055 958 PER ANNUM
SALARY LEVEL : 11
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REFERENCE : DD- BIP 04/FEB 2026

REQUIREMENTS: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management / Business Administration/ Economics / Production / Operations Management at NQF Level 6/7 as recognized by SAQA. • A minimum of 3 years' junior management experience in Enterprise Development in the manufacturing space or Industrial Development project. •A valid driver's License.

KEY PERFORMANCE AREAS: • Facilitate the implementation of the KZN Black Industrial Framework; • Facilitate the KZN Black Industrialist stakeholder partnerships; • Facilitate market and financial access for KZN Black Industrialists; • Develop and implement policies, strategies, frameworks, and plans relevant to the Black Industrialist Programme; • Manage the human and financial resources of the Sub-directorate.

SKILLS, TRAINING AND COMPETENCIES: The successful candidate must have an in-depth knowledge of • Manufacturing value chains, New Regulatory Frameworks for the Public Service, National Industrial Policy Framework, National Development Plan, Integrated Action Plan, Economic Development Plans, Provincial Growth & Development Strategy, National R&D and Innovation Strategy, Industrial Policy Action Plan, National & Provincial Economic Transformation Policies and Strategies as well as Black Industrial Policy and Enterprise Development and Interpreting and Analysing Economic Information. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, 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 Principle. **Skills** such Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project management, Business profiling, Report writing and Presentation skills, Budgeting and financial management, Stakeholder management, Analytical and Innovative thinking, problem solving, mentorship and people management as well as Computer Literacy. **Attributes** such as Competence, Vision, Integrity, Transparency, Respect, Honesty & trustworthy, Team-player, as well as Commitment.

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH IS AFRICAN MALE, COLOURED MALE, INDIAN MALE, AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.

Enquiries: Mr. P. Mthembu: Tel No: 033 264 2789

POST TITLE: SECRETARY TO DIRECTOR: BLACK INDUSTRIALIST PROGRAMME
BUSINESS UNIT: BLACK INDUSTRIALIST PROGRAMME
SALARY NOTCH: R 228 321 – R 268 950 PER ANNUM
SALARY LEVEL: 05
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: SEC TO DIR BIP/05 FEB 2026

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.

KEY PERFORMANCE AREAS:

The successful candidate will be required to • **Provide a secretarial/receptionist support service to the Director** i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; • **Provides travel and event management services to the Director** i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; • **Provide a clerical support service to the Director** i.e. Process all invoices that emanate from the activities of the work of the Manager, 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.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: - ▪ Knowledge of relevant legislation/ policies/ prescripts and procedures ▪ Reporting formats/templates of the organisation ▪ 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; 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). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

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

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

Enquiries Mr. P Mthembu: Tel No: 033 264 2789

POST TITLE: SECRETARY TO DIRECTOR: LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIES REVITALIZATION
BUSINESS UNIT: LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIES REVITALIZATION
SALARY NOTCH: R 228 321 – R 268 950 PER ANNUM
SALARY LEVEL: 05
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: SEC TO DIR TRER /06 FEB 2026

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.

KEY PERFORMANCE AREAS:

The successful candidate will be required to ▪ **Provide a secretarial/receptionist support service to the Director** i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; ▪ **Provides travel and event management services to the Director i.e.** Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; ▪ **Provide a clerical support service to the Director** i.e Process all invoices that emanate from the activities of the work of the Manager, 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.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: - ▪ Knowledge of relevant legislation/ policies/ prescripts and procedures ▪ Reporting formats/templates of the organisation ▪ 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; 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). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

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

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

Enquiries Mr. B Mkhize: Tel No: 033 264 2641

POST TITLE: SECRETARY TO DIRECTOR: WOMEN & PEOPLE WITH DISABILITIES ECONOMIC EMPOWERMENT
BUSINESS UNIT: WOMEN & PEOPLE WITH DISABILITIES ECONOMIC EMPOWERMENT
SALARY NOTCH: R 228 321 – R 268 950 PER ANNUM
SALARY LEVEL: 05
CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE:**SEC TO DIR WPDEE /07 FEB 2026****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.

KEY PERFORMANCE AREAS:

The successful candidate will be required to • **Provide a secretarial/receptionist support service to the Director** i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director and other staff within the unit on work processor; and operate office equipment like fax machines and photocopiers; • **Provides travel and event management services to the Director i.e.** Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the Director and the staff in the Directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; • **Provide a clerical support service to the Director** i.e. Process all invoices that emanate from the activities of the work of the Director; Record basic minutes of the meeting of the Director where required; Draft routine correspondence and reports; File documents for the Director and the Directorate where required; Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents; Handle the procurement of standard items like stationery, refreshments, etc; Collect all relevant documents to enable the Director to prepare for meetings; • **Remains up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director** i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly; remain abreast with the procedures and process that apply in the office of the Director.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: - • Knowledge of relevant legislation/ policies/ prescripts and procedures • Reporting formats/templates of the organisation • 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; 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). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

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

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

Enquiries Ms. N Nzama: Tel No: 033 264 2708

DIRECTIONS TO CANDIDATES**Note to applicants:**

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply.

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. 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. **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.

Shortlisted candidates must 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).

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.

Shortlisted candidates will be required to undergo a competency test/technical exercise.

"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 Designated Online Application Centres (DOACS) list 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.

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**.

Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications.

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.

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 implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools.

All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, 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>.

Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

Closing date: 13 March 2026 (at 16h00). Applications received after the closing date and time will not be considered.
