



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	DISTRICT OPERATIONS MANAGEMENT
POST TITLE	ASSISTANT DIRECTOR: DISTRICT OPERATIONS MANAGEMENT
SALARY LEVEL	R 468 459 – R551 823 per annum SL 9
CENTRE	HEAD OFFICE: PIETERMARITZBURG
REFERENCE	AD-DOM H/O /01 JAN 2026

REQUIREMENTS:

The ideal candidate must have • An appropriate Three-year National Diploma/ Degree in Business Administration / Business Management, Public Administration / Public Management or relevant qualification at NQF Level 6/7 as recognized by SAQA. •A minimum of three 3 -5 years of administrative experience • A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have as part of the overall requirements of the jobs knowledge of a variety of aspects such as Project Management, Financial Management, Working knowledge of functioning of Provincial /National Government•Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Constitution of South Africa, Promotion of Access to Information Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles), Community Development Act, policies and strategies. Ability to communicate at all levels with relevant stakeholders. Interpersonal Relations Skills; people management skills, project cycle management skills, facilitation skills, analytical and innovative thinking; ability to design, interpret and apply policy, correct judgment skills, persuasiveness skills, objectiveness, management control, problem-solving structuring, definition and solving skills, cross-functional awareness, concern for excellence, understanding of various acts and regulations including delegation, computer literacy, decision making, people management; research skills; organizational skills; driving skills. honesty, Presentation skills, caring and supportive, ethics and integrity, proactive, culturally sensitive, confidentiality, accountability, Conflict management, and commitment.

KEY PERFORMANCE AREAS:

The incumbent will be required to: •Ensure the compilation of information and progress service delivery reports for the Chief Director; •Ensure the executive of admin support in the office of the Chief Director; • Support the Chief Director in the budget and finance resources management of the unit; •Provide advice and guidance and input to policy; • Supervision of staff.

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 NS MUTHEIWANA
TEL NO: 082 562 8070**

DIRECTIONS TO APPLICANTS:

- **NB: THIS POST IS BEING RE-ADVERTISED. CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY.**
- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH IS AFRICAN MALE, COLOURED MALE, INDIAN MALE. PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.**

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 HARD-COPY 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.

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 FEBRUARY 2026 (at 16h00). Applications received after the closing date and time will not be considered.
