

**KWAZULU-NATAL PROVINCE**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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

POST TITLE:	MINISTERIAL / VIP PROTECTION (ASSISTANT DIRECTOR) X2 POSTS
BUSINESS UNIT:	CORPORATE SERVICES
SALARY:	R 468 459 – R 561 984 PER ANNUM
SALARY LEVEL:	09
POSITION STATUS:	FIXED-TERM CONTRACT (LINKED TO THE TERM OF THE OFFICE OF THE MEC)
CENTRE:	PIETERMARITZBURG (MEC OFFICE)
REFERENCE:	VIP DRI 01 / MARCH 2026

REQUIREMENTS: •An appropriate Bachelor's Degree / Three (3)- year National Diploma in Security Management, Policing, Law Enforcement, or a related security field (e.g., risk management, protection services, investigations).at NQF 6/7 as recognized by SAQA. A minimum of three (3) years of administrative experience in a security management, law enforcement, or related security environment (e.g., risk management, protection services, or investigations). •A valid driver's licence,

KEY PERFORMANCE AREAS: •Render transport and Security Protection Support Services to the MEC •Conduct thorough Security Protection planning for the Ministry. •Implement Security protection services policies, strategies, and legislation. •Provide administrative support services related to driver and Security Protection services to the MEC's Office. •Supervision of staff.

SKILLS, TRAINING, AND COMPETENCIES: The successful candidate must have An In-depth knowledge of VIP Protection principles, techniques, and tools, and how they can be practically applied. Knowledge of Government Regulations related to Security and VIP Protection, the Security industry related to VIP Protection. Knowledge of Corporate Government, Firearm, and proficiency. An in-depth knowledge and understanding of the Security-related Acts and policies; Communication and Protocol; Protection of Information Act; Private Security Industry Regulatory Act; Criminal Procedure Act; National Strategic Intelligence Act. Knowledge of security functions and security management. Knowledge and understanding of the regulatory framework for the Public Service, e.g., Public Service Act, Public Finance Management Act (PFMA), 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. **SKILLS:** • Advanced driving skills, Computer literacy, strategic planning, negotiating skills, program and project management principles, report writing, and presentation skills. Strategic, leadership, policy analysis and development, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research skills, knowledge management, problem-solving and analysis, client orientation, and customer focus. Self-disciplined and able to work under pressure with minimum supervision.

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

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

POST TITLE:	ADMINISTRATIVE OFFICER
BUSINESS UNIT:	CORPORATE SERVICES
SALARY:	R 325 101 – R 382 959 PER ANNUM
SALARY LEVEL:	07
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	AO-SECURITY 08 / MARCH 2026

REQUIREMENTS: • The applicants must be in possession of a Grade 12 with at least 3 years of clerical experience. Or a three-year National Diploma in Public Management /Public Administration / Security Services /Security Management/ Policing, Law Enforcement, or a related security field (e.g., risk management, protection services, investigations) at NQF 6 as recognized by SAQA with 1 year of clerical experience. •A valid driver's licence.

KEY PERFORMANCE AREAS: •Provide support in the implementation of access control functions in the department; •Regularly update all incidents in the occurrence books/registers; • Provide administrative support in the management of vetting services in the department • Provide administrative support in the provision of document security; •Provide general administrative support services to the unit.

SKILLS, TRAINING, AND COMPETENCIES: The successful candidate must have: - • Knowledge and understanding of the regulatory framework for the Public Service, e.g. • Public Service Act, Public Service Regulations, Government Regulations related to Security, Physical Security, and access control procedures, Public Finance Management Act. **SKILLS**• Analytical Thinking Skills • Computer literacy • Communication skills (written and verbal) • Planning and Organizing skills • Office Administration Skills • Interpersonal skills • Basic Driving. •Candidates must be creative, innovative, loyal, professional, committed, trustworthy, and honest.

- **NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH ARE AFRICAN MALE, COLOURED MALE, INDIAN MALE, AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL**

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

BUSINESS UNIT:	INTEGRATED ECONOMIC DEVELOPMENT SERVICES & BUSINESS REGULATIONS
POST TITLE:	SECRETARY: VARIOUS DIRECTORS: (X 3 POSTS)
SALARY:	R 228 321 – R 268 950 PER ANNUM SL 05
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	SEC - IEDS/ - 09 MAR 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 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: Minute-taking, Sound organizational skills, good telephone etiquette, and a high level of reliability. Language skills and the 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 a 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

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. All attachments for Email applications must include an application form Z83 and CV, combined in PDF and as one (1) document or attachment, indicating the correct job title and the reference number of the post on the subject line of your email. 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 Siphon 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 from the State Security Agency and to the following checks (security clearance, qualifications, 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. 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 cover any travel and subsistence costs associated with recruitment processes.

Closing date: 10 APRIL 2026 (at 16h00). Applications received after the closing date and time will not be considered.