



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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

POST TITLE:	DEPUTY DIRECTOR: ASSET MANAGEMENT AND DISPOSAL
BUSINESS UNIT:	FINANCIAL MANAGEMENT SERVICES
SALARY NOTCH:	R 932 292- R 1 098 195 PER ANNUM
SALARY LEVEL:	11
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DD- AMD 01/JULY 2026

REQUIREMENTS: An appropriate three-year National Diploma in Supply Chain Management, Financial Management, Financial Accounting, Asset Management, or Cost and Management Accounting, at NQF Level 6 as recognized by SAQA. • A minimum of 3 years' junior management experience in a Supply Chain Management, Financial Management, Asset Management, Financial Accounting, or Inventory Control environment. • A valid driver's license.

KEY PERFORMANCE AREAS: • Manage the Physical Asset Management; • Ensure efficient and effective Asset and Inventory Control and Systems Management; • Manage Asset Planning, Reporting and Compliance; • Develop and implement policies, strategies, frameworks and plans; • Manage the resources of the Sub-directorate.

SKILLS, TRAINING AND COMPETENCIES: The successful candidate must have an in-depth knowledge of Supply Chain Management policies and procedures, Asset management, inventory control, reconciliation and disposal processes, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations and relevant Treasury Practice Notes, SCM delegations, disposal processes and SCM Practice Notes, Hardcat System and BAS, Supply Chain Management systems, Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulations, Public Service Act, Human Resource practices, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Service Delivery Frameworks. **Skills** such as People management skills Communication skills (verbal and written), presentation skills, report writing, Language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic Planning skills, Organisational skills, Research skills, Analytical skills, Leadership skills, Financial Management Skills, Time Management, Report Writing skills, Problem Solving skills, Conflict Management skills, Change Management skills, Project Management skills, Planning and Organizing 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 ARE AFRICAN MALE, COLOURED MALE, INDIAN MALE, AND PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY.

ENQUIRIES: Mr. K Mthethwa
TEL NO: 064 7579122

POST TITLE:	SCM CLERK: PROVISIONING
BUSINESS UNIT:	SUPPLY CHAIN MANAGEMENT
SALARY NOTCH:	R 237 453 – R 279 708 PER ANNUM
SALARY LEVEL:	5
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	SCM CLERK – PROV 02/JULY 2026

REQUIREMENTS: The ideal candidate must possess an appropriate Grade 12/Matric Senior Certificate in Accounting, Mathematics, and English, coupled with a basic understanding of the SCM environment.

KEY PERFORMANCE AREAS: The incumbent will be required to: • Provide clerical support to SCM provisioning; • Provide clerical support on evaluation of quotations and preparation of recommendations of awards; • Adhere to acquisition policies and procedures; and • Provide clerical assistance in preparing the monthly report for provisioning activities.

SKILLS, TRAINING, AND COMPETENCIES: The successful candidate must have a good working knowledge of Public Finance Management Act and Treasury Regulations; Knowledge of The Broad-Based Black Economic Empowerment Act, The Relevant Practice Note, Project Management; Supply Chain Management framework and Principles; Batho Pele principles; Code of Conduct for SCM Practitioners; Constitution of the Republic of South Africa; Departmental procurement procedures; Public Service Act, and Relevant SCM Instruction Notes. **Skills:** Computer literacy Skills; Interpersonal Relations skills; Time Management skills; Organizing & Planning skills;

Language Proficiency, listening skills, Communication skills (verbal and written), Presentation skills, Analytical skills, Report writing, Time Management skills, problem-solving skills, Negotiation skills, Research skills, Conflict management skills, Driving skills. **Attributes:** Teamwork, Honesty, Responsibility, Reliability, Accuracy, Correctness, Initiative, Innovative thinker, and Quality of Work.

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

ENQUIRIES: Ms. Ntsepiseng Molefe
TEL NO: 060 564 1286

POST TITLE: DRIVER/MESSENGER: FLEET MANAGEMENT
BUSINESS UNIT: AUXILIARY SERVICES
SALARY NOTCH: R 201 093 – R 236 877 PER ANNUM
SALARY LEVEL: 04
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: D/M-FLT MNGT 03 / JULY 2026

REQUIREMENTS: • Applicants must have Grade 12 plus a Code B driver's license – light motor vehicles. Applicants must have a minimum of 1 year of driving experience. PDP will be an added advantage.

KEY PERFORMANCE AREAS: • Drive Light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred); • Conduct routine maintenance on the allocated vehicles and report defects in time; • Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; • Render messenger services in the Department.

SKILLS, TRAINING, AND COMPETENCIES: The successful candidate must have: • Knowledge of sorting and distribution procedures; Knowledge and understanding of the Regulatory Framework for Public Service, e.g., Public Service Act, Public Service Regulations; Working knowledge of the Departmental Policies and Circulars, Public Service functioning; Motor vehicles; Self-motivated and the ability to work independently towards predetermined deadlines. **Skills:** • Communication (verbal and written) • Good interpersonal relations • Record maintenance • Technical skills and Driving skills. **Attributes:** - Reliability, Dependable, Initiative, Punctual, Honesty and integrity, Commitment.

NB: ALL THE 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: 071 226 4412

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 only 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.**

MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN 4000	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	PORT SHEPSTONE 46 BISSET STREET, 4240	1 NORTHWAY DRIVE IXOPO 3276
GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING, STANGER	94 MURCHISON STREET, LADYSMITH 3370	43 HARDING STREET, NEW CASTLE	26 BEACONSFIELD STREET, OFFICE ENTRANCE 3, DUNDEE
LEGISLATURE BUILDING 2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI	241 UTRECHT STREET, VRYHEID ABAQULUSI	ALOE LOOP AVENUE, NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA
MZOLOLO AVENUE, MKUZE, 3969			

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 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

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 cover any travel and subsistence costs associated with recruitment processes.

CLOSING DATE: 24 JULY 2026 (AT 16H00). Applications received after the closing date and time will not be considered.