



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:	ENTERPRISE DEVELOPMENT
POST TITLE:	ASSISTANT DIRECTOR – CO-OPERATIVES DEVELOPMENT AREA 1
SALARY:	R 468 459.00 – R 551 823.00 PER ANNUM SL 09
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	AD COPS DEV AREA1 /07 APRIL 2025

REQUIREMENTS:

The ideal candidate must have • An appropriate and recognized National Diploma /Bachelor's Degree in Business Administration / Office Management / Management Assistant/ Business Management/ Public Management/ Entrepreneurship and or equivalent qualification at (NQF Level 6) as recognized by SAQA •A minimum of three years (3) administration of experience within Co-operatives / SMME Development Environment. • A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of Management including Finance, Project Management and Human Resource Development. Broad knowledge pertinent legislative and Policy Framework especially Economic and Development Frameworks. Knowledge of Economic, Business Development and Employment creation challenges facing KZN. •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, Skills, Analytical and Innovative Thinking; Management Control, Problem-solving, Diplomacy, Priority Settings, Development and Facilitation Skills, Business Planning, Presentation and Report writing Skills, Ability to source, analyse and provide data and statistics in dynamics, Team – oriented environment, Decision Making, Research skills; Driving skills. Confidentiality, Accountability and Commitment, Political Savvy, integrity and trust, Self-control.

KEY PERFORMANCE AREAS:

The incumbent will be required to: • Provide administrative and secretarial support in promoting sustainable Co –operatives at Head Office/ Districts; •Ascertain sector – based business development initiatives for Co-operatives; •Solicit financial support and market opportunity to Co- operatives; •Facilitate the implementation of contracts /agreements of service providers, partners and stakeholders; •Manage human capital and the assets of the Department at the Head Office.

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. S MAZIBUKO
TEL NO	:	033 264 2764

BUSINESS UNIT:	ENTERPRISE DEVELOPMENT
POST TITLE:	ASSISTANT DIRECTOR – CO-OPERATIVES DEVELOPMENT AREA 1 X6 POSTS
SALARY:	R 468 459.00 – R 551 823.00 PER ANNUM SL 09
CENTRE:	ILEMBE, HARRY GWALA, AMAJUBA, UTHUKELA, UMZINYATHI, UMGUNGUNDLOVU DISTRICT
REFERENCE:	AD COPS DEV AREA1 /08 APRIL 2025

REQUIREMENTS:

The ideal candidate must have • An appropriate and recognized National Diploma /Bachelor’s Degree in Economics/ Business Management / Management Assistant/ **Marketing Management /Public Management & Administration / Entrepreneurship or Accounting field at (NQF Level 6/7)** as recognized by SAQA •A minimum of three years (3) administration of experience within Co-operatives Management / SMME Development Environment. • A valid driver’s license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of Management including Finance, Project Management and Human Resource Development. Broad knowledge pertinent legislative and Policy Framework especially Economic and Development Frameworks. Knowledge of Economic, Business Development and Employment creation challenges facing KZN. •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, Skills, Analytical and Innovative Thinking; Management Control, Problem-solving, Diplomacy, Priority Settings, Development and Facilitation Skills, Business Planning, Presentation and Report writing Skills, Ability to source, analyse and provide data and statistics in dynamics, Team – oriented environment, Decision Making, Research skills; Driving skills. Confidentiality, Accountability and Commitment, Political Savvy, integrity and trust, Self-control.

KEY PERFORMANCE AREAS:

The incumbent will be required to: • Provide support in promoting Cooperatives with market potential; •Implement capacity building skills development and mentorship initiatives; •Solicit market opportunity to Cooperatives; •Facilitate the implementation of policies and strategies related to Cooperatives; •Manage the day to day operations of the Cooperatives district Office.

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. K NGUBANE
TEL NO	:	033 264 2596

BUSINESS UNIT:	DISTRICT OPERATIONS MANAGEMENT
POST TITLE:	ASSISTANT DIRECTOR – DISTRICT OPERATIONS MANAGEMENT
SALARY:	R 468 459.00 – R 551 823.00 PER ANNUM SL 09
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	AD –DOM H/O /09 APRIL 2025

REQUIREMENTS:

The ideal candidate must have • An appropriate Three-year National Diploma/ Degree in Business Administration / Management, Public Administration / 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

BUSINESS UNIT:	DISTRICT OPERATIONS MANAGEMENT
POST TITLE:	PERSONAL ASSISTANT: CHIEF DIRECTOR: DISTRICT OPERATIONS MANAGEMENT
SALARY NOTCH:	R 325 101.00 – R 382 959.00 PER ANNUM SL7
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	PA- CD DOM /10 APRIL 2025

REQUIREMENTS

The ideal candidate must have an appropriate Secretarial Diploma or equivalent qualification at NQF level 6 or higher as recognized by SAQA. •A minimum of 3-5 years of practical experience in rendering secretarial/ administrative support to Management/ Senior Management •A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have: A good working knowledge of the Public Sector Regulations; Code of Conduct; Legislative Framework including the Public Finance Management Act, Public Service Act, Procurement Legislation and the South African Constitution amongst others; Administrative operating procedures, Record Keeping and Service Delivery (Batho Pele). Good grooming and presentation. Sound Analytical and Problem Identification and solving skills; Good communication and language; report writing; organising and planning; computer literacy, ability to do research, project management and time management. Honesty, Integrity, Diligence, and Good Interpersonal Communication.

KEY PERFORMANCE AREAS:

The incumbent will be required to •Provide secretarial or receptionist support services; •Render administration support services; • Provide support to the Chief Director Regarding Meetings; • Support the Chief Director with the administration of the budget; • Studies the relevant Public Service and Departmental Prescripts/ policies and other documents and ensure that the application thereof is understood properly.

- **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. NS MUTHEIWANA
TEL NO	:	0825628070

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 Qualification 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, NEW CASTLE	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: 16 MAY 2025.
