

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

<b>BUSINESS UNIT:</b>	<b>FINANCIAL SUPPORT SERVICES</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: ACCOUNTS MANAGEMENT</b>
<b>SALARY:</b>	<b>R 896 436.00 – R 1 055 958.00.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of SMS) SL 11</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD-ACC MNGT 01 /APRIL 2025</b>

#### **REQUIREMENTS**

The ideal candidate must have an appropriate National Diploma/ Bachelor's Degree in Financial Management/ Management Accounting/ Financial Accounting at NQF level 6/7 as recognized by SAQA. •A minimum of three (3) years' Junior management experience in a Financial Management environment. • A valid driver's License.

#### **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have an advanced knowledge and understanding of relevant legislative and regulatory requirements, policies, and standards, such as the Public Finance Management Act, Treasury Regulations, Basic Accounting System, and Project Administration. Knowledge of Contract Management, Debtors Management, Banking, Revenue Management, Tax Laws and Amendments, Administration Procedures, Risk Management, Fraud Prevention, BAS and PERSAL Reconciliation, ability to interpret and apply financial policies, Payment Procedures and Delegations, Salary Administration, Legal Administration. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Code of Conduct, Employee Performance and Management System, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles), Constitution of South Africa, Promotion of Access to Information Act, Occupational Health and Safety Act, Policies and Strategies, Public Service Reporting Procedures and relevant statutory provisions and ability to communicate at all levels with relevant stakeholders. Research and analytical skills, interpersonal relations, financial management skills, listening skills, problem solving skills, analyzing skills, interpretation skills, communication skills (verbal and written), financial management skills, conflict management skills, planning and organizing skills, computer literacy, report writing, negotiation skill, accounting/ bookkeeping skills, time management and basic driving skills. Honesty, integrity, commitment, accountability, and reliability.

#### **KEY PERFORMANCE AREAS:**

The incumbent will be required to • Facilitate and coordinate creditors and subsistence and travel in relation to expenditure for the Department; • Facilitate and coordinate effective management of Ledger Balances and Financial Reporting and Debtors Management; •Facilitate and coordinate effective management of Departmental Revenue, Tax, Banking and BAS System; • Develop policies and strategies aimed at improving accounts management; • Manage resources of the component.

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

<b>ENQUIRIES:</b>	<b>MR. S. WÜST</b>
<b>TEL NO:</b>	<b>082 448 3066</b>

<b>BUSINESS UNIT:</b>	<b>BUSINESS GOVERNANCE MANAGEMENT</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR – CONSUMER EDUCATION</b>
<b>SALARY NOTCH:</b>	<b>R 468 459.00 – R 551 823.00 PER ANNUM</b>
<b>SALARY LEVEL:</b>	<b>09</b>
<b>DISTRICT:</b>	<b>HARRY GWALA</b>
<b>REFERENCE:</b>	<b>AD-CONS EDUC 02/APRIL 2025</b>

## **REQUIREMENTS**

The ideal candidate must have • An appropriate National Diploma / Degree in Business Management/ Public Management/ Public Education/ Marketing Management at NQF level 6/7 as recognized by SAQA •A minimum of 3 years’ administrative experience in Consumer Protection Services / Consumer Education/ Marketing/ Community Outreach programmes. •A valid driver’s License.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have thorough knowledge and understanding of Consumer Protection legislation (National and Provincial) such as the Constitution of the Republic of South Africa, Consumer Protection Bill, Consumer Protection Act, National Credit Act, Access to Information Act, Bill of Rights, Competition Commission Act, and Employment Equity Act. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, the Public Service Code of Conduct, 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.

Communication skills (verbal and written), Computer Literacy, Project Management skills, Good Interpersonal skills, Event and Marketing skills, Conflict Management and Resolution, Presentation and Report Writing, Planning, Initiative and Problem-solving skills. Attributes: Accountability, Integrity, Loyalty, Punctuality, Professionalism, Honesty, and Creativity.

## **KEY PERFORMANCE AREAS:**

The successful candidate will be required to • Create and promote consumer education awareness campaigns within the district, • Establish and maintain stakeholder relations on consumer education services, • Conduct education awareness emanating from National and Provincial Trends reports, •Provide advice and guidance and input to policy, • Manage resources of the Division

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<b>ENQUIRIES:</b>	<b>MR. T SELEPE</b>
<b>TEL NO:</b>	<b>079 505 2402</b>

<b>BUSINESS UNIT:</b>	<b>FINANCIAL SUPPORT SERVICES</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT (DEBTORS, REVENUE MANAGEMENT, BANKING &amp; GENERAL LEDGER MAINTENANCE)</b>
<b>SALARY NOTCH:</b>	<b>R 468 459.00 – R 551 823.00 PER ANNUM SL9</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AD-ACCOUNTS MGNT 03/APRIL 2025</b>

## **REQUIREMENTS**

The ideal candidate must have an appropriate •Bachelor's Degree/National Diploma in Financial Management/ Financial Accounting/ Business Administration/ Business Management/ Public Management/ Public Administration at NQF level 6/7 as recognized by SAQA •A minimum of 3 years' administrative experience in a Finance environment •A valid driver's License.

## **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have knowledge of applicable legislative and regulatory requirements, policies and standards, Public Finance Management Act, Treasury Regulations and Practice Notes, Knowledge of the Republic of South African Constitution, Public Service Regulations, Public Service Code of Conduct, Public Service Act, Knowledge of Service Delivery innovation, Employee Performance and Management System, Payments Processing, BAS, KZN SCM Policy, Good Knowledge of financial frameworks, Basic Conditions of Employment Act. Interpersonal relations, Problem Solving skills, leadership skills, organisational skills, communication skills, time management, computer skills, Conflict management skills, Financial management skills.

## **KEY PERFORMANCE AREAS:**

The incumbent will be required to •Monitor, control and reconcile departmental debts; •Monitor and implement effective control over collection and allocation of Revenue, Debts and Revenue pertaining to departmental assets; •Monitor and control Departmental Banking services and tax; •Monitor, control, maintain Ledger accounts, Subsistence and Travel claims and Advances; • Provide advice and guidance and input to policy; •Manage human resources of the division.

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<b>ENQUIRIES:</b>	<b>Mr. Stephen Wüst</b>
<b>TEL NO:</b>	<b>0824483066</b>

<b>BUSINESS UNIT:</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR – CONTRACT MANAGEMENT</b>
<b>SALARY:</b>	<b>R 468 459.00 – R 551 823.00 PER ANNUM SL 09</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AD-CONTR MAGMT 04/APRIL 2025</b>

#### **REQUIREMENTS:**

The ideal candidate must have • An appropriate Three-year National Diploma/Bachelor's Degree in Supply Chain Management/Business Management / Business Administration / Public Management/ Public Administration /Financial Management / Accounting /Auditing / Legal qualification at (NQF level 6) as recognized by SAQA. •A minimum of three (3) years of administrative experience related to Contract Management within the Supply Chain Management of which 3 years should have been at administrative officer level• A valid code 8 driver's license.

#### **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have a thorough knowledge of Contract Management Framework. Thorough knowledge of Supply Chain Management Framework, Treasury Practices Notes, Treasury Regulations, Policy Development, Employment Equity Act, Basic Conditions of Employment Act, Risk Management, Constitution of Bid Committee, Contract in terms of Broad-Based Black Economic Empowerment Act (BBBEE), Regulations, Government Procurement Systems. Knowledge of Organizational and government structures. Excellent knowledge of Supply Chain Management processes. •Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Provincial Treasury Regulations and Instruction Notes, Public Service Regulations, Labour Relations Act, Constitution of South Africa, Promotion of Access to Information Act, Occupational Health and Safety 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, basic financial and supply chain management 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, non-judgment, objectivity, caring and supportive, ethics and integrity, proactive, culturally sensitive, confidentiality, accountability, and commitment.

#### **KEY PERFORMANCE AREAS:**

The incumbent will be required to: •Provision of input to Contract Management Policies and Strategies; •Oversee and Monitor contract adjustment and administration; • Monitor administration of Department Contract and Transversal Contract; •Monitor and evaluate contract performance; • Ensure effective utilization of human resources.

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<b>ENQUIRIES:</b>	<b>MR. M CEBEKHULU</b>
<b>TEL NO:</b>	<b>033 264 2811</b>

<b>BUSINESS UNIT:</b>	<b>FINANCIAL SUPPORT SERVICES</b>
<b>POST TITLE:</b>	<b>FINANCIAL OFFICER: PAYMENT PROCESSING &amp; CREDITORS RECONCILIATION</b>
<b>SALARY:</b>	<b>R 325 101.00 – R 382 959.00 PER ANNUM SL 07</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>FO–PAY PROC 05/APRIL 2025</b>

#### **REQUIREMENTS:**

The ideal candidate must have • National Diploma in Financial Management/ Financial Accounting/ Business Administration/ Business Management/Public Management/Public Administration at (NQF level 6) as recognized by SAQA. • A minimum of two (2) years of administrative experience in payments/creditors control environment.

#### **ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:**

The successful candidate must have knowledge of Basic Accounting Systems (BAS), PERSAL, PFMA, Treasury Regulations, Supply Chain Management, Internal Controls procedures, Voucher Control Procedures. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, National and Provincial Treasury Regulations, Public Service Regulations, Republic of South Africa Constitution, Provincial Practice Notes. Numeric and Mathematical Accuracy skills, Accounting Skills, Leadership skills, Planning and Organizing skills, Supervising skill, Computer Proficiency, Interpersonal Relations Skills, Time Management skills, Financial Management skills, Computer skills and Ability to work under pressure and meet deadlines. Confidentiality, fairness, respect and honesty.

#### **KEY PERFORMANCE AREAS:**

The incumbent will be required to: • Process payments and submission of vouchers; • Compile monthly creditors reconciliation; • Ensure matching of unmatched orders and invoices; • Authorize payments and attend to all payment queries; • Supervision of staff.

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

<b>ENQUIRIES:</b>	<b>MR. S WÜST</b>
<b>TEL NO:</b>	<b>082 448 3066</b>

<b>BUSINESS UNIT:</b>	<b>CONTRACT MANAGEMENT</b>
<b>POST TITLE:</b>	<b>SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACT MANAGEMENT</b>
<b>SALARY NOTCH:</b>	<b>R325 101.00 – R382 959.00 PER ANNUM</b>
<b>SALARY LEVEL:</b>	<b>07</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>SCM PRAC CONT MNGT 06/ APRIL 2025</b>

## REQUIREMENTS

The ideal candidate must be in possession of an appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Business Management/Business Administration/Public Administration/Financial Management/Accounting/Auditing/Legal at NQF level 6 as recognized by SAQA coupled with 2 years' procurement experience in the SCM environment •A valid driver's License.

## ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a good working knowledge of BBBEEA, Treasury Regulations, SCM Delegation and SCM Practice Notes, PPPFA, HR Practices and Supply Chain Policies and Procedures. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, 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.

Language Proficiency, listening skills, Presentation skills, Communication skills (verbal and written), Computer Literacy, Interpersonal Relations skills, Organisational skills, Research skills, Analytical skills, Financial Management skills, Time Management skills, Report writing skills, Problem solving skills, Project management skills.


## KEY PERFORMANCE AREAS:

The incumbent will be required to • Undertake Contract Management Administration; • Create and Maintenance of Contract Register; • Collaboration and Signing up of Contracts; • Safekeeping and Maintenance of Contract Documents; • Supervision of staff

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

<b>ENQUIRIES:</b>	<b>MR. M CEBEKHULU</b>
<b>TEL NO:</b>	<b>033 264 2811</b>

## **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 1<sup>st</sup> of January 2021 obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za/vacancies](http://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](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [kznjobs@kznedtea.gov.za](mailto: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](http://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, NEWCASTLE	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
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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: 30 APRIL 2025**

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