



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:	ENVIRONMENTAL MANAGEMENT
POST TITLE:	DEPUTY DIRECTOR: DISTRICT SERVICES
SALARY:	R 1 003 890.00 – R 1 182 534.00 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS) (SL 12)
CENTRE:	UGU DISTRICT
REFERENCE:	DD –DISTR SERV 07 /FEB 2025

REQUIREMENTS

The ideal candidate must have an appropriate recognized Honours Degree or equivalent qualification in Environmental Management/ Environmental Laws/ Environmental Sciences/ Natural Sciences/ Environmental Planning as recognized by SAQA. A minimum of 6 years' experience in the Environmental Management field of which 3 years **MUST** be at Junior Managerial experience level have worked in the processing of Environmental authorizations (EIA, Waste Licenses, and Air Emission Licenses; and other environmental programs, involvement in compliance and enforcement). • A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidates must have Good working knowledge of environmental legislation and policies, especially the National Environmental Management Act, 1998, Environment Conservation Act, 1989, and the associated EIA Regulations. Cooperative Governance Framework; Government Planning, Evaluation, and Reporting Frameworks; Strategy Implementation Planning Frameworks. Sound understanding of environmental issues and environmental and administrative law. Analytical thinking ability, including identifying, analyzing, understanding, and communicating complex environmental issues. Knowledge of document control and information management systems. Effective communication, negotiation, facilitation, and influencing skills, and the ability to manage conflict. Ability to function in a collaborative and interactive environment, to work under pressure, and to interact constructively with a diversity of clients and staff. Manage and coordinate the activities of staff within the district. Good working knowledge of criminal law procedures and an understanding of environmental law. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act. Understanding of the objects and provisions of the National Environmental Management Act, 1998, and the Environment Conservation Act, 1989, and subordinate legislation. Knowledge and experience of Environmental auditing/inspection methodologies is a must. Proven verbal and written communication skills, including being fully computer literate, presentation skills, problem-solving, and interpersonal relations. Ability to timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions.

KEY PERFORMANCE AREAS: • Manage the assessment and review of applications for environmental authorization in terms of NEMA, ECA (including exemptions), and relevant licences • Manage the development, implementation, monitoring, and evaluation of environmental rights and capacity building programmes • Manage the promotion of integrated environmental planning and management through the coordination and implementation of municipal support, special areas management and strategic environmental planning initiatives • Facilitate the implementation of effective pollution and waste management programmes in terms of NEMAQA and Waste Management Act, and • Manage the monitoring and enforcement of compliance with relevant environmental legislation (NEMA Chapter 7, ECA, NEMAQA, Biodiversity Act, CPA). • Manage resources of the component.

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.

ENQUIRIES: DR B R DLAMINI
TEL NO: 081 020 6427

BUSINESS UNIT: ENVIRONMENTAL MANAGEMENT
POST TITLE: CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT (X 2 POSTS)
SALARY: R 580 551 – R 664 095 PER ANNUM (OSD)
CENTRES: AMAJUBA AND UMKHANYAKUDE DISTRICTS
REFERENCE: CEO –EIM/ 08 FEB 2025

REQUIREMENTS

The ideal candidate must have an appropriate • An appropriate recognized Honours or equivalent qualification in Natural Sciences, Environmental Management, Environmental Law, or Environmental Science; • EAPASA Registration in terms of S24H of NEMA; • A minimum of 6 years relevant experience in the field of Environmental Management; and • A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of Environmental Impact hierarchy and Regulations; Sound understanding of other Integrated Environmental Tools; Knowledge and understanding of the Regulatory Framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act; understanding the objectives and provisions of the National Environmental Management Act, 1998, the Environmental Conservation Act, 1989, and Subordinate Legislation. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations of 2016, Labour Relations Act, Employee Performance Management Systems; Project Management principles; Service Delivery Framework; Promotion of Administrative Justice Act; National Development Plan; Provincial Growth and Development Plan; KwaZulu Natal Citizen's Charter. **Skills:** Proven verbal and written communication skills, fully computer literate, presentation skills, problem-solving skills, sound interpersonal skills, ability to evaluate and review documents, project management, Analytical thinking skills, and research skills. The candidate must be honest, disciplined, and efficient.

KEY PERFORMANCE AREAS:

The incumbent will be required to • Management of the EIA process, including the development of Environmental Authorizations, conditions of authorizations and/or exemptions; • Management and dissemination of information and technical/procedural advice relating to impact management; • Management and Implementation of other IEM tools; • Perform and manage administrative and related functions.

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.

ENQUIRIES: MR. T GAMBU
TEL NO: 0814967566

BUSINESS UNIT: ENVIRONMENTAL QUALITY MANAGEMENT
POST TITLE: ENVIRONMENTAL OFFICER GRADE A: SPECIALISED PRODUCTION: POLLUTION & WASTE MANAGEMENT (HEAD OFFICE)
SALARY: R 472 812 – R 654 252 PER ANNUM (OSD)
CENTRE: HEAD OFFICE
REFERENCE: EO –SP P&W/ 09 FEB 2025

REQUIREMENTS

The ideal candidate must have • An appropriate recognized Degree in Environmental Management / Science/ Natural Science or Engineering field. • A Minimum of three (3) years' experience in the Environmental Management field; and • A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a good working knowledge of Environmental Legislation and Policies with a specific focus on Pollution and Waste Management; Good working Knowledge of waste licensing procedures, coupled with an understanding of environmental law. Knowledge and understanding of the Regulatory Framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act; understanding the objectives and provisions of the National Environmental Management Act, 1998, the National Environmental Management: Waste Act, and Subordinate Legislations; knowledge and experience of environmental auditing/ inspections methodology is a must. Proven verbal and written communication skills, including being fully computer literate, presentation skills, problem-solving skills, sound interpersonal relations, and the ability to timeously produce thorough and informative documents and to formulate clear, concise, and legally defensible decisions.

KEY PERFORMANCE AREAS:

The incumbent will be required to • Support Institutional and legal development and co- coordination; • Develop and implement the Provincial Integrated Waste Management Planning Programme; • Promote, facilitate, and implement cleaner Technology; • Promote, facilitate, and implement waste minimization and recycling; • Develop and manage a Provincial waste information system.

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.

ENQUIRIES: MR. T. GAMBU
TEL NO: 0814967566

BUSINESS UNIT: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
POST TITLE: ASSISTANT DIRECTOR – EMPLOYEE HEALTH AND WELLNESS
SALARY: R 444 036.00 – R 532 602.00.00 PER ANNUM SL 09
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: AD –EHW /10 FEB 2025

REQUIREMENTS:

The ideal candidate must have • An appropriate Bachelor’s Degree in Psychology / Social Work / Social Science with a major in Psychology / Social Work or any relevant qualification with Psychology / Social Work as a major subject at (NQF level 7) as recognized by SAQA. •A minimum of three (3) years of administrative experience in the Employee Health and Wellness field. Registration with the HPCSA/ SACSSP as a counsellor will serve as an added advantage. • A valid driver’s license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have knowledge of the Employee Health and Wellness Strategic Framework (2019), other legislation and prescripts, and policies pertaining to the field. Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields, knowledge of professional ethics and behaviour by persons involved in wellness. Knowledge of Policy on Incapacity leave and ill-health retirement (PILLIR), and Determination on leave of absence, HR Matters, and EHW norms and standards. Registration with relevant professional Council/Body. •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, 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: •Ensure implementation and promotion of Employee Health and Wellness programmes in the Department, •Provide Mental Health Awareness and conduct EHW casework, •Ensure implementation of HIV/AIDS and TB prevention programs, •Provide inputs on the development of policies and strategies related to Employee Health and Wellness aimed at improving services delivery and coordinate proper implementation, • Management 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: MS. C LEONARD
TEL NO: 065 5858 118

BUSINESS UNIT: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
POST TITLE: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER
SALARY: R 376 413.00 – R 443 403.00 PER ANNUM SL 08
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: PRAC –EHW /11 FEB 2025

REQUIREMENTS:

The ideal candidate must have •An appropriate Bachelor’s Degree in Psychology / Social Work / Social Science with a major in Psychology / Social Work or any relevant qualification with Psychology / Social Work as a major subject at (NQF level 7) as recognized by SAQA. • A minimum of two (2) years of administrative experience in the Employee Wellness and HIV/AIDS field. Registration with the HPCSA/SACSSP will serve as an added advantage. • A valid driver’s license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have Knowledge of Employee Health and Wellness Programmes within the Department. Practical demonstration of knowledge in the Employee and Wellness interventions. Other legislation and prescripts, and policies pertaining to the field. Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields Knowledge of professional ethics and behaviour by persons involved in wellness. Policy on Incapacity leave and ill -health retirement (PILLIR). Determination on leave of absence and HR Matters. EHW norms and standards. Registration with relevant professional Council/Body. 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 Innovation Thinking; Ability to design, interpret and apply policy, Persuasiveness Skills, Objectiveness, Management Control, Cross Functional Awareness, Concern for excellence, Understanding of various Acts and Regulations including delegation, Computer Literacy, Decision Making, People Management; Research skills; Problem Solving, Conflict Management, Training skills, driving skills. Honesty, professionalism, non-judgemental, tactful, caring and supportive, ethics and integrity, proactive, culturally sensitive, confidentiality, accountability, and commitment.

KEY PERFORMANCE AREAS:

The incumbent will be required to: • Implement Employee Health and Wellness programmes in the Department, •Conduct wellness programmes and counselling services, •Provide support for managing

HIV/AIDS and TB in the workplace, •Maintain confidential records for EHW on the referral cases, • Provide advisory services to line managers on EWP Matters.

- **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: MS. C LEONARD
TEL NO: 065 5858 118

BUSINESS UNIT: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT
POST TITLE: PERSONAL ASSISTANT: CHIEF DIRECTOR RLED
SALARY NOTCH: R308 154 .00 – R362 994 PER ANNUM SL7
CENTRE: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: PA- CHIEF DIR RLED 12 /FEB 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' experience in secretarial or personal assistance within a development environment. •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). Knowledge of Local Economic Development, Project Management, or research methodologies would be an added advantage. 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. • Support the Chief Director with the administration of the budget. • Study 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.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL**

ENQUIRIES: MR. R PERSAD
TEL NO: 0823094433

BUSINESS UNIT:	FINANCIAL MANAGEMENT SERVICES
POST TITLE:	ADMINISTRATION CLERK: ASSET MANAGEMENT AND DISPOSAL
SALARY NOTCH:	R216 417 .00 – R254 928 PER ANNUM – SL5
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	AC-SCM ASSET MAGT 13 /FEB 2025

REQUIREMENTS

The ideal candidate must have grade 12. Accounting as a subject, exposure in Asset Management and Loss Control will serve as an added advantage •A valid driver's License.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a good working knowledge of the Constitution, Public Financial Management Act, Public Service Act and Regulations, Public Service code of Conduct, Service Delivery Principles (Batho Pele) Asset Management Framework, Provincial Supply Chain Management Regulations and Practice Notes, Ms Office Applications (Word, Excel and PowerPoint), GRAP'S (General Recognized Accounting Practices), Loss Control Systems, Knowledge of the Hard Cat Management System & Basic Accounting System (BAS), Modified Cash Standard (MCS), Treasury Regulations. Good verbal and written communication skills, Computer Literacy, Strong Analytical Skills, Planning and Organising Skills. Report Writing and Presentation Skills. Project Management Skills, Good Interpersonal Skills, Problem Solving Skills, Research and numeric skills. Confidentiality, Fairness, Respect, and Honesty.

KEY PERFORMANCE AREAS:

The incumbent will be required to: Conduct asset verification and spot checks •Render maintenance (update), asset register (Hard Cat System). •Conduct disposal of assets. •Perform administrative and related functions.

- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.**
- **THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU NATAL**

ENQUIRIES:	MR. Z MAKHATHINI
TEL NO:	0663578256

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 accompany an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.

4. **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 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 final applications 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 will be required to undergo a competency test/technical exercise.
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 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 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	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

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 on the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso 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 implementing competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. 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>.

CLOSING DATE: 17 MARCH 2025
