



## 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:**

<b>BUSINESS UNIT:</b>	<b>OFFICE OF THE MINISTRY</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION</b>
<b>SALARY:</b>	<b>R 849, 702 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED UNDER THE RULES OF MMS) SL 11</b>
<b>CENTRE:</b>	<b>PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD- ADMIN SUPPORT 01/NOV 2024</b>

**REQUIREMENTS:** An appropriate Bachelor's Degree/ Three-year National Diploma in Management/Public Management /Public Administration/ Business Management/Business Administration or other equivalent relevant qualification at NQF level 6/7 as recognized by SAQA. •A minimum of three years of Junior Management (Assistant Director level) experience in Executive Management Support/ Political or Executive office experience. •A valid driver's licence.

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

The ideal candidate should have extensive experience in administrative support. Candidates must be familiar with document management methodologies and relevant government structures. Good understanding of the Acts, regulations, practice notes, and procedures related to administration, finance, asset management, and human resource management. Good working knowledge of Business/Office Admin Services (Document Management, Submissions, and Report writing). Coordinate travel (domestic and international) and meetings. • Good understanding of Public Service regulatory environment e.g. Public Service Act, PFMA, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Treasury Regulations, policies, and procedures, and MISS Act. Understanding the functions of national, provincial, and local government; fundamental economics; the structure and functioning of the department; parliamentary protocol processes; linkages with government clusters; and departmental standards and regulations. • Understanding of government's medium-term strategic frameworks • Proven ability to communicate at all government levels and across various structures and spheres – Local, Provincial, and National including the Private Sector Organizations • Good knowledge of MS Word, MS Excel, and MS PowerPoint. Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising, and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision-making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure and meet tight deadlines while delivering excellent results. People orientated, and assertive. Ability to work independently. Willing to adapt work schedule to professional requirements. Willing to work

prolonged and/or abnormal hours, and able to maintain high levels of confidentiality. Must have the ability to interpret relevant directives.


**KEY PERFORMANCE AREAS:**

•Coordinate administrative support service in the MEC's Office. • Ensure efficient and effective utilization of registry services in the MEC's office. •Analyse and ensure the implementation of policies, strategies, and legislations related to office management services in the MEC's Office. •Manage human and financial resources of the components.

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

<b>ENQUIRIES:</b>	<b>MR A KHUMALO</b>
<b>TEL NO:</b>	<b>083 221 0918</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 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 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 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](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 Designated Online Application Centres (DOACS) list 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	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

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 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 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: 13 DECEMBER 2024**

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