



## 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>DISTRICT OPERATIONS MANAGEMENT</b>
<b>POST TITLE:</b>	<b>DIRECTOR: DISTRICT MANAGEMENT</b>
<b>SALARY:</b>	<b>R 1 216, 824 – R1 433 355.00 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF SMS) SL 13</b>
<b>DISTRICTS:</b>	<b>(ZULULAND &amp; UMKHANYAKUDE)</b>
<b>REFERENCE:</b>	<b>DIR –DOM-Z &amp;U /01 MARCH 2025</b>

### **REQUIREMENTS:**

The ideal candidate must have •An appropriate Bachelor's Degree or equivalent qualification in Public Management/ Public Administration/ Business Management/ Development Studies or other relevant disciplines at NQF level 7 as recognised by SAQA. •A minimum of five years of managerial experience at the Middle Managerial/Senior Managerial level with extensive experience in an administration environment. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

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

The successful candidate must have an in-depth knowledge and understanding of the public sector environment. Advanced knowledge of government systems and processes; knowledge of the National Development Plan (NDP), Provincial Growth and Development Plan (PGDP), and District Growth and Development Plan (DGDP). Knowledge and understanding of the regulatory framework for the Public Service, e.g., Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, problem-solving and analysis, and empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation. Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, strategic planning, negotiating skills, program and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus.

### **KEY PERFORMANCE AREAS:**

The successful candidate will be required to •Develop & manage the strategic administrative support Services in the District in line with Departmental Systems •Identify & participate in the district stakeholders and role players engagement Forums •Develop practical Implementation Plan of all

Departmental functions or initiatives in the District •Develop direct service delivery oriented procedures & systems with district based supervisory personnel •Manage human, financial resources and assets of the Directorate

**PREFERENCE: FEMALE CANDIDATES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AND WILL BE GIVEN PREFERENCE.**

<b>ENQUIRIES:</b>	<b>MR NS MUTHEIWANA</b>
<b>TEL NO:</b>	<b>0825628070</b>

<b>BUSINESS UNIT:</b>	<b>MUNICIPAL TECHNICAL ECONOMIC SERVICES</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: RLED MUNICIPAL TECHNICAL ECONOMIC SERVICES</b>
<b>SALARY:</b>	<b>R1 003 890.00 – R 1 182 534.00.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of MMS) SL 12</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD- RLED MUN 02 /MARCH 2025</b>

#### **REQUIREMENTS:**

The ideal candidate must have: •An appropriate Bachelor's Degree/ National Diploma in Economics/ Development Studies/ Commerce/ Town Planning/ Business Administration/ Social Sciences /Built Environment/ Environment Sciences or other relevant disciplines at NQF level 6/7 as recognized by SAQA •A minimum of three (3) years Junior Management experience in the Economic/ Business/ Development field in Economic Research, Project Development, Management (or Contract Management), Planning and/ or Monitoring •Post Graduate qualifications will serve as an added advantage • A valid driver's License

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

The successful candidate must have Sound knowledge and understanding of Legislation, policy and strategy affecting Regional and Local Economic Development, Legislation and policy affecting the Public Sector (including the MFMA, and IGRA amongst others), Standard operating procedures, Economic Environment of KZN and at District level, Sustainable Economic Development, Research Methodologies, Feasibility studies, sector studies, business plans, Integrated Development Plans, project financing SWOT, RLED Plans, APP and Strategic Plans, Project and Contract management, Partnerships for Economic Development, Ethics, Interpreting and Analyzing Economic, Social, Environmental and Financial information. 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. Sound analytical and problem identification and solving skills, advanced communication (verbal and written) and networking, report writing and presentation skills, organising and planning, computer literacy, interpersonal relationship and stakeholder management, project development, management and monitoring, contract management, time management, research methods, costing and budgeting, business planning.

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

The incumbent will be required to

- Facilitate and coordinate the implementation of RLED projects and initiatives
- Provide effective support to potential beneficiaries in the generation, implementation and monitoring of the Operation Vula and other funding programs
- Ensure Alignment of District and Local Municipal IDP's and RLED Plans with the Provincial and National developmental initiatives and priorities
- Develop new sustainable RLED projects to benefit sector specific public and private sector stakeholders
- Develop policies and strategies for RLED Municipal Technical Economic Services.

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

<b>ENQUIRIES:</b>	<b>MS. M MZIZI</b>
<b>TEL NO:</b>	<b>082 749 1224</b>

<b>BUSINESS UNIT:</b>	<b>ENTERPRISE DEVELOPMENT</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR – CO-OPERATIVE DEVELOPMENT AREA 1 -A &amp; B</b>
<b>SALARY:</b>	<b>R 1 003 890.00 – R 1 182 534.00.00 (all-inclusive salary package to be structured in accordance with the rules of MMS) SL 12</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD – COPS DEV AREA1 /03 MARCH 2025</b>

#### **REQUIREMENTS:**

The ideal candidate must have

- An appropriate National Diploma / Bachelor's Degree in Business Management / Commerce / Business Administration / Economics / Developments Studies / Cooperative Management at (NQF Level 6/7) as recognized by SAQA
- A minimum of three (3) years of Junior Management experience in Cooperatives Development, Business Support and other income generating ventures. Recognizable qualification and experience in the Cooperatives Development field are an added advantage.
- A valid driver's license.

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

The successful candidate must have broad knowledge and understanding of the Cooperatives Act and related policies, such as the Co-operatives Act of 2005. Broad knowledge of entrepreneurship and income-generating programmes and activities. Good knowledge of the KZN Development Prioritise. Knowledge and understanding of cooperative development dynamics in KZN. Good knowledge of socio-economic conditions of KZN Society. Good knowledge of various aspects such as the Public Sector and the Private Sector. Knowledge of management, including Finance, Project Management, and Human Resource Development. Broad knowledge of pertinent legislation and Policy frameworks, 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. PFMA, Public Service Act, 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), computer skills, Community Development Act, policies and strategies. Ability to communicate at all levels with relevant stakeholders. Key personal attributes include self-confidence, assertiveness, customer orientation, a process-oriented mindset, and emotional intelligence. Good interpersonal relations skills, people management skills, project cycle management 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-focused on environment, decision making, research skills; driving skills. confidentiality, accountability and commitment, political savvy, integrity and trust, self-control.

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

The successful candidate will be required to:

- Manage the regional programs for co-operatives including the technical and non-technical support programmes aimed at the development of cooperatives
- Identify and engage with institutions that provide financial support to cooperatives;
- Manage contracts and performance of service providers at a regional level
- Manage the advancement of commodity of industry/ sector specific cooperatives
- Facilitate the proper implementation of policies, strategies and legislation related to cooperatives
- Manage human capital and assets of the regional cooperatives office.

**ALL THE 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>MS. S MAZIBUKO</b>
<b>TEL NO:</b>	<b>033 264 2764</b>

<b>BUSINESS UNIT:</b>	<b>CONSUMER PROTECTION</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: COMPLAINTS HANDLING</b>
<b>SALARY:</b>	<b>R 849 702.00 – R 1 000 908.00.00 PER ANNUM (all-inclusive salary package to be structured in accordance with the rules of MMS) SL 11</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD- CONSUMER 04 /MARCH 2025</b>

#### **REQUIREMENTS:**

The ideal candidate must have an appropriate four (4) year Legal qualification LLB/ BA Law or equivalent qualification in the field of Law at NQF level 7

- A minimum of three (3) years' Junior management experience in Consumer Protection Law/Handling of ADR processes or litigation matters through a similar quasi-judicial structure, investigating and prosecuting cases
- Admission as an Attorney or Advocate will serve as an added advantage
- A valid driver's License

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

The successful candidate must have advanced knowledge and understanding of Consumer Protection legislation (National and Provincial), the National Credit Act, Competition Commission Act, Bill of Rights, Consumer Protection Bill, Access to Information Act, and Employment Equity Act. 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, Public Service reporting procedures and work environment; and relevant statutory provisions. Ability to communicate at all levels with relevant stakeholders. Language skills, listening skills, presentation skills, analytical thinking, computer literacy, negotiation skills, management skills, financial management skills, writing

skills, planning skills, interpersonal relations, time management, development facilitation, communication (written and verbal), research coordination, public speaking, and project management skills.

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

The incumbent will be required to • Manage and coordinate written consumer complaints in the Province • Manage and coordinate walk-in and telephonic Consumer Complaints in the Province • Coordinate reporting process and stakeholder management • Develop policies and strategies aimed at improving service delivery • Manage resources of the sub-directorate/cluster.

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

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

<b>BUSINESS UNIT:</b>	<b>INTERNAL AUDIT</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: INTERNAL AUDIT – REGULATORY AND RESEARCH</b>
<b>SALARY:</b>	<b>R 849 702.00 – R 1 000 908.00.00 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 –INT AUDIT REG 05/ MARCH 2025</b>

#### **REQUIREMENTS**

The ideal candidate must have • An appropriate Three (3) year National Diploma/Bachelor's Degree in Internal Auditing / Risk Management at NQF level 6/7 •A minimum of three (3) years' Junior Management experience in Internal Auditing and Risk Management, • A valid driver's License.

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

The successful candidate must have •Comprehensive knowledge of the Internal Audit Framework. Advanced knowledge of the Public Sector. Advanced knowledge and experience in Internal Auditing and Risk Management. Advanced knowledge of Internal Auditing standards, Ethics, and Practices. Advanced knowledge of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge and understanding of standards for the Professional Practice of Internal Auditing. Knowledge of principles and practice of financial accounting. • Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution of South Africa, PFMA (Public Finance Management Act), National and Provincial Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, PAIA (Promotion of Access to Information 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, Financial Disclosure Framework, National Development Plan, PAJA (Promotion of Administrative Justice Act), Internal Audit Framework, Policies, Prescripts and instructions, and applicable statutory provisions. •Ability to communicate at all levels with relevant stakeholders. Good interpersonal and analytical problem-solving skills; Planning and organizational skills; Good communication (written and verbal), Time management, Report writing, Interviewing and Presentation Skills; Computer Literate (advanced knowledge of PowerPoint, Microsoft Excel, and Microsoft Word); Language Proficiency, Co-ordination, Research and analytical skills; Decision making

skills; Conflict management, Financial management, Advanced knowledge of Project Management, Strategic planning skills, People management skills, Basic driving skills.

#### KEY PERFORMANCE AREAS:

The incumbent will be required to:

- Facilitate the implementation of internal audit policies, procedures
- Facilitate forensic investigations and audits processes to ensure implementation of audit recommendations
- Facilitate effective functioning of the Audit Committee and Internal audit function in the department
- Facilitate the development of strategies and plans for pre-audit process to mitigate any adverse findings
- Manage human and financial resources of the components.

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

ENQUIRIES:	MS. ZP KHWELA
TEL NO:	033 264 2669

BUSINESS UNIT:	ENVIRONMENTAL MANAGEMENT
POST TITLE:	CONTROL ENVIRONMENTAL OFFICER GRADE A-ENVIRONMENTAL GOVERNANCE AND PLANNING
SALARY:	R 580 551 – R 664 095 PER ANNUM (OSD)
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	CEO- ENVIRO-EGP 06 /MARCH 2025

#### REQUIREMENTS

The ideal candidate must have:

- An appropriate recognized Honours Degree in Environmental Sciences/ Environmental Management/ Natural Sciences field or Development Planning (with a focus on Environmental Management) as recognized by SAQA.
- A minimum of six (6) years relevant experience in the Environmental Management field (Integrated Environmental Management, Local Government Support)
- A valid driver's License

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

The successful candidate must possess a comprehensive understanding and knowledge of Sustainable Development Frameworks, Environmental Management Legislative Framework, Development Management Legislative Framework, Cooperative Governance Frameworks, Government Planning, Evaluating and Reporting Frameworks, and Strategy Implementation Planning Frameworks. 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), Climate Change Act, policies and strategies. Promotion of Administrative Justice Act; National Development Plan; Provincial Growth and Development Plan; KwaZulu Natal Citizen's Charter; National Environmental Education policy. Ability to communicate at all levels with relevant stakeholders. Strategic capability and leadership skills, Analytical thinking skills adaptability,

project and programme management, people management, problem-solving, Proven Communication skills (written and verbal), Advanced computer skills, sound interpersonal relations, and Change management. Ability to timeously produce thorough and informative documents. Ability to work under extreme pressure. Ability to work independently and in a multidisciplinary team. Ability to conduct research and gather and analyze information.

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

The incumbent will be required to • Co-ordinate, facilitate and provide environmental management support to district, local (municipalities) and other organs of state / private entities • Manage, support and implement Special Management Areas • Manage the implementation (monitor) and support of sustainable development planning initiatives and projects • Coordinate and provide support in ensuring effective and efficient environmental information management system(s) within the district municipality • Perform administrative function and manage delegated and work related instructions.

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

<b>ENQUIRIES:</b>	<b>MS. N WALINGO</b>
<b>TEL NO:</b>	<b>033 264 2500</b>

<b>BUSINESS UNIT:</b>	<b>INTERNAL AUDIT</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR: INTERNAL AUDIT</b>
<b>SALARY:</b>	<b>R 444 036.00 – R 532 602.00.00 PER ANNUM SL 09</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AD –INT AUDIT /07 MARCH 2025</b>

#### **REQUIREMENTS**

The ideal candidate must have an appropriate Three (3) year National Diploma/Bachelor's Degree in Internal Auditing/Risk Management at NQF level 6/7 • A minimum of three (3) years administrative experience in Internal Auditing and Risk Management • A valid driver's License.

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

The successful candidate must have • Advanced knowledge of the Public Sector, experience in Internal Auditing and Risk Management, and knowledge of Internal Auditing standards, ethics, and practices. Advanced knowledge of the Internal Audit Framework. Knowledge and understanding of standards for the Professional Practice of Internal Auditing. Advanced knowledge of Public Service Anti-Corruption Strategy and fraud prevention measures. • Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution of South Africa, PFMA (Public Finance Management Act), National and Provincial Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, PAIA (Promotion of Access to Information 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, Financial Disclosure Framework, National Development Plan, PAJA (Promotion of Administrative Justice Act), Internal Audit Framework, Policies, Prescripts and instructions, and applicable statutory provisions. • Good interpersonal and analytical problem-solving skills; Planning and organizational skills; Good communication (written and verbal); time management, Report



writing, Interviewing and Presentation Skills; Computer Literate (advanced knowledge of PowerPoint, Microsoft Excel, and Microsoft Word), Language Proficiency, Co-ordination, Research, Conflict management, Financial management, Project management, Self-disciplined and able to work under pressure with minimum supervision, Ability to interpret relevant directives, Policy analysis and development, Formulating and editing, Basic driving skills.

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

The incumbent will be required to •Participate in the development of strategic internal audit plans and methodologies • Evaluate the department's controls/objectives in order to determine their effectiveness and efficiency through internal audits •Participate in the facilitation of forensic investigations •Provide input in developing, implementing and maintaining administrative systems and procedures in the internal audit environment • Supervise employees to ensure an effective internal audit service.

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

<b>ENQUIRIES:</b>	<b>MS. Z P KHWELA</b>
<b>TEL NO:</b>	<b>033 264 2669</b>

<b>BUSINESS UNIT:</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>POST TITLE:</b>	<b>ASSISTANT DIRECTOR: ACQUISITIONS MANAGEMENT (X 2 POSTS)</b>
<b>SALARY NOTCH:</b>	<b>R444 036.00 PER ANNUM</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>AD-SCM ACQ 08 /MARCH 2025</b>

#### **REQUIREMENTS**

The ideal candidate must have an appropriate •Bachelor's Degree/National Diploma in Public Management/Supply Chain Management/Business Administration/Financial Management/Public Finance and Accounting at NQF level 6 as recognized by SAQA •A minimum of 3 years' administrative experience in the field of procurement, provisioning and bid administration •A valid driver's License.

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

The successful candidate must have a good working knowledge of acquisition management, procurement, and business practices. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE) and Treasury Practice Notes, SCM Instruction Notes, Procurement procedures, BAS. 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. People management skills, computer skills, communication skills, planning and organizing, analytical thinking, interpersonal



relations, time management, presentation and report writing skills, negotiation skills, numeracy, driving skills, diplomacy, priority setting, development and facilitation skills, business planning and project management, ability to source, analyze and provide data and statistics in a dynamic, team-oriented environment, effective event management.

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

The incumbent will be required to •Facilitate and implement management of the acquisition process for goods and services, •Facilitate and coordinate bid committees and evaluation process, •Provide monthly reports, •Provide advice and guidance and inputs to policy •Manage human resources for the Acquisition Management component.

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

<b>ENQUIRIES:</b>	<b>MS. N T MTHEMBU</b>
<b>TEL NO:</b>	<b>060 969 4004</b>

<b>BUSINESS UNIT:</b>	<b>ASSET MANAGEMENT</b>
<b>POST TITLE:</b>	<b>SCM PRACTITIONER: ASSET MANAGEMENT AND DISPOSAL (X 2 POSTS)</b>
<b>SALARY NOTCH:</b>	<b>R308 154.00 PER ANNUM</b>
<b>SALARY LEVEL:</b>	<b>07</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>SCM PRACT-ASSET 09 /MARCH 2025</b>

#### **REQUIREMENTS**

The ideal candidate must have •An appropriate National Diploma or Degree in Financial Management/Accounting/Cost and Management Accounting at NQF level 6/7 as recognized by SAQA coupled with 2 – 3 years' experience in the field of Asset and Disposal Management services •A valid driver's License.

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

The successful candidate must have a good working knowledge of Public Financial Management Act, Treasury Regulations, Asset Management Framework, Provincial Supply Chain Management Regulations and Practice Notes, Public Services Act and Regulations, Modified Cash based Standards (MCS), GRAP'S (General Recognized Accounting Practices), HardCat Management System and BAS. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE). 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.

Communication skills (verbal and written), Computer Literacy (MS Word and Spreadsheets), Strong Analytical skills, Report Writing and Presentation skills, Planning and Organizing skills, Report writing and Presentation skills, Project Management skills, Good Interpersonal skills, problem solving skills, good listening skills, numeric skills, negotiation skills, research.


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

The incumbent will be required to •Provide physical verification of assets in the department • Administer and maintain register on asset related issue orders • Administer monthly reconciliations of BAS to the Fixed Asset Register and AFS (Annual Financial Statement) •Maintain Asset Disposal Process, ensure HardCat system is timeously updated and all HardCat forms are accurately captured • Supervision of staff

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

<b>ENQUIRIES:</b>	<b>MR. Z MAKHATHINI</b>
<b>TEL NO:</b>	<b>066 357 8256</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 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](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: 28 MARCH 2025**

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