



## 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>CORPORATE SERVICES</b>
<b>POST TITLE:</b>	<b>DEPUTY DIRECTOR: SECURITY SERVICES (VIP PROTECTION)</b>
<b>TOTAL SALARY PACKAGE:</b>	<b>R 849 702 – 1 000 908 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS) SL11</b>
<b>CENTRE:</b>	<b>HEAD OFFICE: PIETERMARITZBURG</b>
<b>REFERENCE:</b>	<b>DD - VIP 01 /SEPTEMBER 2024</b>

### **REQUIREMENTS:**

The ideal candidate must have an appropriate Bachelor's Degree / Three-year National Diploma in Security Industry Training/ Security Management/ Risk Management (particularly in the context of VIP protection or security), Policing, Law Enforcement, Policing Practices, (including SAPS/SANDEF/Prisons/ National Intelligence) or a related field at NQF 6/7 as recognized by SAQA. A minimum of three to five (3-5) years of Junior Management experience within a Security/Law Enforcement/ VIP Protection discipline environment •A valid driver's licence.

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

In-depth knowledge of VIP Protection principles, techniques, and tools, and how they can be practically applied. Knowledge of Corporate Government, Firearms, and proficiency. An in-depth knowledge of the Security-related Acts and policies; Communication and Protocol; Protection of Information Act; Private Security Industry Regulatory Act; Criminal Procedure Act; National Strategic Intelligence Act; Government Regulations related to the security industry and investigation. Knowledge of security functions and security management. Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; risk and threat management; safety and security management and administration, including security auditing; physical security and access control procedures; personnel security; document security; surveillance; information technology security; fire regulations and fire protection; and communication security (cryptography); security vetting; security breaches and investigations. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. Proven ability to communicate at all levels including National Departments, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public; and Security organizations (NIA, SAPS, and Security companies providing service to the Department – through the Manager: Security and Risk Management) including the 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 skills, knowledge management, problem-solving and analysis, client orientation, and customer focus.

**KEY PERFORMANCE AREAS:** • Provide effective and efficient management of VIP Protection to the MEC •Engage with the security structures/institutions to ensure maximum safety of the MEC, the community, and staff in events •Ensure that the office, vehicles, residence, and routes used by the MEC are safe and that precautions are taken to ensure the safety of the MEC •Develop policies and strategies aimed at improving service delivery •Manage human, financial, and asset resources of the Unit.

- **THIS IS A RE-ADVERTISEMENT. PREVIOUS APPLICANTS NEED NOT RE-APPLY, AS THEY WILL STILL BE CONSIDERED.**
- **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT.**

ENQUIRIES:	MR S P KHANYI
TEL NO:	083 410 6508

BUSINESS UNIT:	ENTERPRISE DEVELOPMENT
POST:	DEPUTY DIRECTOR/ REGIONAL MANAGER: CO-OPERATIVES DEVELOPMENT: AREA 2 (SOUTHERN REGION)
TOTAL SALARY PACKAGE:	R 1 003 890 – R 1 182 534 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of MMS) SL12
SALARY LEVEL:	12
CENTRE:	HEAD OFFICE
REFERENCE:	DD – COOPS REGIONAL 02/SEPT 2024

## REQUIREMENTS

The ideal candidate must have an appropriate National Diploma/ Bachelor's Degree in Commerce/ Accounting /Business Management/ Business Administration/ Economics/ Development Studies qualification at (NQF level 6/7) as recognized by SAQA. A minimum of three (3) years of Junior Management experience within the Co-operatives development and/ or Small Business Development environment. A valid driver's license.

## ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

**The successful candidate must have:** - A Broad Knowledge and understanding of Co-operatives Act and related policies. Broad knowledge of entrepreneurship and income-generating programs and activities. Good knowledge of the KZN Developmental Priorities. Understanding and knowledge of Co-operatives development dynamics in KZN. Good knowledge of socio-economic conditions of KZN Society. Knowledge and an understanding of the public sector environment. Sound 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, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to interpret and apply policies, advanced knowledge, and application of general management, programme management, and project management principles. ▪ **Skills:** Programme management, business planning, business analysis, financial management. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, employment creation, and business development skills, approaches, and techniques. Negotiation skills, analytical and problem-solving skills, innovative thinking, marketing skills, networking skills, strategic thinking,

report writing, people and team management, and presentation skills. Advanced communication skills and ability to communicate at all levels. Good project management, interpersonal relations, time management, coordination, planning and organizing, and research. Ability to source, analyse, and provide data and statistics in a dynamic, team-oriented environment. •Personal attributes such as Self-confidence; Assertiveness; Integrity and trust; Customer orientation; Teamwork orientation; Political savvy; Process oriented & Emotional intelligence.

#### 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 Co-operatives; ▪ Identify and engage with institutions and/ or organizations that provide business development support to Co-operatives; ▪ Manage the advancement of commodity or industry/sector specific Co-operatives; ▪ Facilitate the proper implementation of policies, strategies, and legislation related to Co-operatives; and ▪ Manage human capital and assets of the regional Co-operative 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 N MEMELA</b>
<b>TEL NO:</b>	<b>033 264 2764</b>

<b>BUSINESS UNIT:</b>	<b>ENVIRONMENTAL MANAGEMENT</b>
<b>POST TITLE:</b>	<b>CONTROL ENVIRONMENTAL OFFICER: POLLUTION AND WASTE MANAGEMENT</b>
<b>SALARY NOTCH:</b>	<b>R580 551 – R 664 095 PER ANNUM (OSD)</b>
<b>CENTRE:</b>	<b>HARRY GWALA DISTRICT</b>
<b>REFERENCE:</b>	<b>CEO –P&amp;W/03 SEPT. 2024</b>

#### REQUIREMENTS

**The ideal candidate must have an appropriate** ▪ An appropriate recognized Honours Degree in Natural Sciences/ Environmental Management/ Environmental Sciences / Environmental Law at (NQF level 7) as recognized by SAQA. ▪ A minimum of 6 years relevant experience in the field of Environmental Management. EAPASA Registration in terms of S24H of NEMA ▪ A valid driver's license.

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

**The successful candidate must have:** - An in-depth knowledge and understanding of the National Environmental Management Act, 1998. Working knowledge of the Waste Act plus all associated Regulations, Policies, Norms, and Standards. Extensive working knowledge of all aspects of Pollution and Waste Management. Good working knowledge of Environmental Legislation and Policies. Sound understanding of other Integrated Environmental Management Tools. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act; PFMA; Treasury Regulation; Public Sector Regulations; 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; Computer skills; Presentation skills; Problem-solving skills; Project management; Analytical Thinking skills; Research skills; and Sound Interpersonal Relations. ▪ **Attributes:** Self-confidence; Assertiveness; Integrity and trust; Customer orientation; Teamwork orientation; Political savvy; Process oriented & Emotional intelligence.

**KEY PERFORMANCE AREAS:**

The incumbent will be required to: ▪ Ensure the management of waste-related information and the integration of waste management considerations in planning initiatives; ▪ Ensure the administration of legislative obligations in terms of the approval and compliance monitoring of waste management activities; ▪ Coordinate the implementation and support of sustainable development planning initiatives and projects; ▪ Ensure response to waste-related or pollution complaints and incidents; ▪ Ensure the promotion of best practice and entrepreneurship in waste management; and ▪ Perform administrative functions and manage the Pollution and Waste Management component within the District.

**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>MR. THABANI GAMBU</b>
<b>TEL NO:</b>	<b>033 264 2738</b>

<b>BUSINESS UNIT:</b>	<b>ENVIRONMENTAL MANAGEMENT</b>
<b>POST TITLE:</b>	<b>CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT</b>
<b>SALARY NOTCH:</b>	<b>R580 551 – R 664 095 PER ANNUM (OSD)</b>
<b>CENTRES:</b>	<b>ZULULAND DISTRICT</b>
<b>REFERENCE:</b>	<b>CEO –EIM/03 SEPT. 2024</b>

**REQUIREMENTS**

**The ideal candidate must have an appropriate** ▪ An appropriate recognized Honours Degree in Natural Sciences/ Environmental Management/ Environmental Sciences / Environmental Law at (NQF level 7) as recognized by SAQA. ▪ A minimum of 6 years relevant experience in the field of Environmental Management. EAPASA Registration in terms of S24H of NEMA ▪ A valid driver's license.

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

**The successful candidate must have:** - An in-depth knowledge and understanding of the National Environmental Management Act, 1998 and the associated EIA Regulations. Extensive working knowledge of all aspects of Environmental Impact Management. Good working knowledge of Environmental Legislation and Policies. Sound understanding of other Integrated Environmental Management Tools. ▪ Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act; PFMA; Treasury Regulation; Public Sector Regulations; 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; Computer skills; Presentation skills; Problem-solving skills; Project management; Analytical Thinking skills; Research skills; and Sound Interpersonal Relations. ▪ **Attributes:** Honest; Disciplined; Efficient; Self-confidence; Assertiveness; Integrity and trust; Customer orientation; Teamwork orientation; Process oriented & Emotional intelligence.

**KEY PERFORMANCE AREAS:**

The incumbent will be required to: ▪ Manage the EIA process, including the development of Environmental Authorizations, conditions of authorizations and / or exemptions; Management,

mentoring and quality control of the EIA Unit within the District office ▪ Management and dissemination of information and technical / procedural advice relating to environmental impact management; ▪ Management and Implementation of other IEM tools; ▪ Perform and manage administrative and related functions within the District.

**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. THABANI GAMBU
TEL NO :	033 264 2738

BUSINESS UNIT:	COOPERATIVES MANAGEMENT
POST:	ASSISTANT DIRECTOR: COOPERATIVES DEVELOPMENT: AREA 2
SALARY NOTCH:	R 444 036.00 – R 532 602.00 PER ANNUM
SALARY LEVEL:	09
CENTRE:	HEAD OFFICE
REFERENCE:	AD – COOPS 04/SEPT. 2024

### REQUIREMENTS

The ideal candidate must have an appropriate National Diploma/ Bachelor's Degree in Commerce / Accounting /Business Management/ Business Administration / Entrepreneurship or equivalent qualification in a related field at (NQF level 6/7) as recognized by SAQA with majors in one or more of the Economic Sciences subjects. A minimum of three (3) years of administrative experience within the Cooperatives Management and/or Small Business Development environment. A valid driver's license.

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

**The successful candidate must have:** - Broad Knowledge and understanding of Co-operatives Act and related policies. Broad knowledge of entrepreneurship and income-generating programmes and activities. Good knowledge of the KZN Developmental Priorities. Understanding and knowledge of Co-operatives development dynamics in KZN. Good knowledge of socio-economic conditions of KZN Society. Knowledge and an understanding of the public sector environment. Sound 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, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management, programme management, and project management principles ▪ **Skills:** Co-ordinate the business development resources through business planning, business analysis, and financial management. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, employment creation, and business development skills, approaches, and techniques. Negotiation skills, analytical and problem-solving skills, marketing skills, networking skills, strategic thinking, report writing, people and team management, and presentation skills. Advanced communication skills and ability to communicate at all levels. Good project management, interpersonal relations, time management, coordination, planning and organizing, and research. Analytical and innovative thinking. Ability to source, analyze, and provide data and statistics in a dynamic, team-oriented environment. Provide administrative support services for the effective implementation of departmental interventions. Prioritization of Human Resources to Guarantee Effective Service Delivery. Participation in Intergovernmental and Multi-stakeholders Relations

Structures. ▪Personal attributes such as Self-confidence; Assertiveness; Integrity and trust; Customer orientation; Teamwork orientation; Political savvy; Process oriented & Emotional intelligence.  
▪Personal attributes such as Self-confidence; Assertiveness; Integrity and trust; Customer orientation; Teamwork orientation; Political savvy; Process oriented & Emotional intelligence.

#### KEY PERFORMANCE AREAS:


The successful candidate will be required to: ▪ Provide regional support in promoting sustainable Co-operatives in the various Districts; ▪ Ascertain sector-based business development initiatives for Co-operatives; ▪ Solicit financial / non-financial support and access to market opportunities to Co-operatives which also include Funding Support. ▪ Facilitate engagements and collaborations with potential partners and stakeholders, and ▪ 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 N MEMELA
TEL NO:	033 264 2764

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#### 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 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 Zangwe.
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: 30 SEPTEMBER 2024**

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