



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	:	AUXILIARY SERVICES
POST TITLE	:	REGISTRY CLERK: RECORDS MANAGEMENT x 2
SALARY NOTCH	:	R 216 417 – R 254 928 PER ANNUM
SALARY LEVEL	:	05
CENTRE	:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE	:	REG CLERK – 05 REC MNGT/SEPT 2024

REQUIREMENTS

The ideal candidate must have a Grade 12. A national Diploma in Archives &/OR Certificate in records management offered by the National Archives will be an added advantage. Knowledge of registry functions and experience in the Registry/Records environment will also serve as an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a sound knowledge of a variety of aspects such as the Records Management Act; Storage and retrieval in terms of the working environment; Filing Systems; Knowledge and understanding of the KZN Archives Act; Legislative Frameworks Governing the Public Service; RSA Constitution; Public Services Act and Regulations; Service Code of Conduct; Knowledge of Service Delivery (Batho Pele); Administrative procedures and systems; Departmental Policy and Procedures. ▪ The candidate should demonstrate excellent skills in: - Good Communication skills (written and verbal); Analytical Thinking; Language proficiency; Computer skills; Planning and Organizing skills; Time Management. Ability to work independently and as a team member; Ability to work under pressure; self-driven and has initiative.

KEY PERFORMANCE AREAS:

The successful candidate will be required to: ▪ Provide registry counter services; ▪ Handle incoming and outgoing correspondence; ▪ Render an effective filing and record management service; and ▪ Operate office machines as part of the registry function.

- **ALL 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. T NTULI
TEL NO	:	060 969 3989

BUSINESS UNIT	:	AUXILIARY SERVICES
POST TITLE	:	RECEPTIONIST: FACILITIES MANAGEMENT
SALARY NOTCH	:	R 183 279 – R 215 417 PER ANNUM
SALARY LEVEL	:	04
CENTRE	:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:		RECEPT – 06 FACI MNGT/SEPT 2024

REQUIREMENTS

The ideal candidate must have a Grade 12. Knowledge of reception functions and experience will serve as an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have a sound knowledge of a variety of aspects such as Legislative Frameworks Governing the Public Service; RSA Constitution; Public Services Act and Regulations; Office Administration; Service Code of Conduct; Knowledge of Service Delivery (Batho Pele); Administrative procedures and systems; Departmental Policy and Procedures. ▪ The candidate should demonstrate the following excellent skills: - Good Communication skills (written and verbal); Analytical Thinking; Problem-Solving; Communication; Computer skills; Time Management; Computer literacy; Sound organizational skills; Good people skills; Basic written communication skills; Client orientation and Customer focus; and Good communication. Ability to work independently and as a team member; Ability to work under pressure; self-driven and has initiative.


KEY PERFORMANCE AREAS:

The successful candidate will be required to: ▪ Receive telephonic calls, and messages, and channel them to relevant role players; ▪ Welcome, receive, and direct clients to relevant units; ▪ Operate office equipment such as fax machines and photocopiers; and ▪ Liaise with internal personnel

- **ALL 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	:	Ms. Z DLOMO
TEL NO	:	033 264 2779

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 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 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

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 test 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: 04 OCTOBER 2024
