



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 position/s:

POST:	ADMINISTRATIVE OFFICER: ENTERPRISE DEVELOPMENT (X 2 POSTS)
SALARY NOTCH:	R 257 508 p.a.
SALARY LEVEL	07
DISTRICTS:	ZULULAND DISTRICT OFFICE – VRYHEID UMKHANYAKUDE DISTRICT – UMKHUZE
REFERENCE NO:	AO- COOPS - 03/JULY 2021

REQUIREMENTS: An appropriate Bachelor's Degree / National Diploma in the Management of Cooperatives coupled with one year's administrative experience in co-operatives development and general administration. •Computer literacy and a valid driver's license is a prerequisite. •Ability to communicate fluently both in IsiZulu and English.

COMPETENCIES NEEDED: •Knowledge of cooperatives principles and registration • Broad knowledge of administration, business development, entrepreneurship and employment creation initiatives •Sound knowledge of government policies including Bato Pele • 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 administrative and clerical procedures and systems. Knowledge of Departmental Policy and Procedures and knowledge of implementing policies.

The candidates should demonstrate excellent skills in: • Good communication skills including written and verbal, ability to operate computer; Office organisational skills; analytical thinking; good inter-personal relations, time management; report writing, ability to work independently and as a team member; ability to work under pressure; self-driven and has initiative. Company registration, business assessment.

KEY PERFORMANCE AREAS The incumbent will be responsible for the following: •Facilitate registration of co-operatives with Companies and Intellectual Property Commission •Attend and assist customers to access department services. •Develop and maintain effective record keeping systems •Keep District Cooperative Unit asset register • Organise meetings, take minutes and write reports


THIS POST IS ONLY OPEN TO THE RECIPIENT OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS BURSARY TO STUDY DIPLOMA IN THE MANAGEMENT OF COOPERATIVES AS WELL AS PREVIOUS INTERNS OF THE DEPARTMENT

ENQUIRIES:

MR LETHU MKHONZA 079 505 2366 (MKHUZE)

MS NOKUTHULA NXUMALO 079 505 2366 (VRYHEID)

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity and affirmative action employer. Applications from candidates whose appointment will bolster the Employment Equity profile of the Department will serve as an added advantage and will be considered favorably; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply. 
2. Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post)
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time prior to an appointment being made.
4. All applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department which must be originally signed and dated. **A new Z83 application form for applying for employment became effective from the 1st of January 2021. The new Z83 application form can be downloaded at www.dpsa.gov.za-vacancies** The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from referees listed.**

6. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s).
7. **Failure to submit all the requested documents will result in the application not being considered.**
8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

09. CLOSING DATE FOR RECEIVING APPLICATIONS: 16 AUGUST 2021 AT 16H00

10. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
11. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
12. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
13. **Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head of Department, Department of Economic Development, Tourism AND Environmental Affairs, Private Bag x9152, PIETERMARITZBURG, 3200 for the attention of Ms Thobile Hlophe. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**