



edtea

Department :

Economic Development, Tourism and
Environmental Affairs

PROVINCE OF KWAZULU-NATAL

Applications are invited from suitably qualified and experienced persons for filling the following positions.

Voucher Control Officer

Salary: R 257 508.00 per annum

Salary Level: 7

Reference no: Fin 06 /2019

REQUIREMENTS: A National Diploma/ Degree in Public Management/ Administration / Financial Management or equivalent qualification coupled with 1 year experience in voucher control.

Competencies required: Knowledge and understanding of the regulatory framework for Public Service e.g PFMA, Public Service Regulations, National and Provincial Treasury Regulations, Preferential Procurement Policy Framework Act, Broad knowledge of the Public Service Systems. **Skills:** Computer literacy, Planning and organizing, Presentation skills, Communication (written and verbal), Time management, Interpersonal relations Skills, and Decision making skills. Drivers' License. **Personal attributes:** innovative, strategic thinking, ability to work under pressure and independently, and ability to work in a team.

Key responsibilities include:

- Provide efficient safe custody of all payment vouchers.
- Develop and maintain voucher database.
- Ensure that Basic Accounting Systems (BAS) report reconciles with actual payment documents.
- Issue vouchers on request by Auditor General, Provincial Treasury and EDTEA internal staff.

ENQUIRIES: Ms Z Khwela

TEL NO: 033 264 2669

Administrative Clerk:	Telecommunication X2
Salary:	R173 703 .00 per annum
Salary level:	5
Reference no:	Tel 01 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or N4.

Competencies required: Knowledge of Public Service Act, Public Service Regulations, Batho Pele principles, Public Finance Management Act **Skills:** Computer skills, Good administrative skills, Organising skills, Good communication skills (written and verbal), **Personal attributes:** Ability to work under pressure, Ability to maintain confidentiality.

Key Performance Areas:

- Provide administrative support services.
- Provide maintenance of mobile telecommunication devices in the department.
- Provide maintenance of fixed telecommunication devices in the department.
- Prepare monthly bill reports & reconciliation statements for all telecommunication devices in the department.

ENQUIRIES:	Mr M Buthelezi
TEL NO:	033 264 2732

Admin Officer:	Consumer Tribunal
Salary:	R 257 508.00 per annum
Salary Level:	7
Reference no:	Cons 01 /2019

REQUIREMENTS: Applicants must have a Legal/Paralegal Studies National Diploma qualification (NQF level 6) coupled with 1 year experience in Consumer Protection Law/ or handling of ADR (Alternative Dispute Resolution) processes, investigation and prosecuting of cases. A Valid driver's Licence.

Competencies required: Knowledge of a variety of aspects such as: Consumer Protection Legislation, handling ADR processes, investigation, Prosecuting and Enforcement. **Skills:** Effective leadership, Interpersonal, initiative, problem solving skills, Effective Financial Management skills (development of Business Plans, Terms of Reference, Operational Plans). **Personal attributes:** innovative, strategic thinking, ability to work under pressure and independently, and ability to work in a team.

Key responsibilities include:

- Provide implementation of activities for Consumer Court operations.
- Provide proper allocation, scheduling and prosecution of Consumer Court matters.
- Prepare scheduling of panel members for adjudications.
- Provide proper implementation on policy, strategy and framework.

ENQUIRIES:	Mr R Moodley
TEL NO:	033 264 2831

Project Officer:	Invasive Alien Species Programme X2
Salary Notch:	R316 791.00 per annum
Salary Level:	8
Reference no:	IASP 01/2019
Location:	UMkhanyakude

REQUIREMENTS: Applicants must have a National Diploma or Degree qualification in Natural Science/ Forestry/ Environmental Science. Applicant must have a minimum of 2 years' experience in Environmental Management. A Valid driver's licence (Code B)

Competencies required: In depth knowledge and application of the PFMA, The Code of Good Practice for employment and conditions of work for special public works programmes, Act 36 of 1947 and its Amendments, The Skills Development Act, Occupational Health and Safety Act, Public Service Regulations, Public Service Act and Environmental legislation. **Skills:** Candidates are also required to have Project Management Skills, Financial Management skills, Report writing skills, organizing skills, Interpersonal skills, Communication skills (written and verbal), Administrative skills, Conflict Management skills, Presentation skills and Computer skills (Microsoft Word, Microsoft Excel & Power Point Presentation). **Personal attributes:** People management, ability to read and interpret GPS and maps.

Key responsibilities include:

- Development, management, coordination and implementation of project clearing plans and technical project operations.

- Facilitate the creation of work opportunities through clearing of invasive alien plants within specified projects and facilitates training for participants.
- Management of clearing of the hectares within specified projects.
- Liaise with relevant stakeholders and landowners.
- Perform all administrative, reporting and related functions.

ENQUIRIES:	Mr MA Dlamini
TEL NO:	082 8486771

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose appointment will promote representivity, will receive preference.
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 post at anytime 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. 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 NIA to the following checks (security clearance, qualification, citizenship and previous experience employment verifications).
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: **The Acting Head of Department of Economic Development , Tourism and**

Environmental Affairs, Private Bag 9152, PIETERMARITZBURG, 3200 for the attention of Ms Sindi Mazibuko

7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.
8. Interested persons may contact the above relevant person next to the posts for further information.
9. 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.
10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.
11. **Kindly notes that this advert is only open to people residing in KwaZulu-Natal.**
12. APPLICATIONS MAY ONLY BE POSTED OR HAND-DELIVERED TO GROUND FLOOR, 270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201.
12. **CLOSING DATE: 31 DECEMBER 2019**