



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.

SCM Practitioner:	Provisioning
Salary:	R 257 508.00 per annum
Salary Level:	7
Reference no:	SCM 01 /2019

REQUIREMENTS: A minimum of Senior Certificate coupled with 3 years' experience in the field of procurement and provisioning or National Diploma in Public Management/ Administration / Supply Chain Management (SCM) coupled with 1 year experience in the field of procurement and provisioning.

Competencies required: Knowledge of Public Financial Management Act and its Regulations, Public Service Act and its Regulations, The Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act and its Regulation, Relevant Practice Notes, Project Management, Code of Conduct for SCM Practitioners, Treasury Regulations, Departmental Procurement Procedures, KZN SCM Framework and Batho Pele principles.

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:

- Administer activities relating to SCM provisioning.
- Evaluation of quotations and preparation of recommendations for award.
- Provide reports on monthly basis in terms of performance standards applicable to each of cases attended.
- Implement acquisition policies and procedures.
- Manage human resources.

ENQUIRIES:	Mr M Cebekhulu
TEL NO:	033 264 2811

SCM Practitioner:	Demand Management
Salary:	R 257 508.00 per annum
Salary level:	7
Reference no:	SCM 02 /2019

REQUIREMENTS: : A minimum of Senior Certificate coupled with 3 years' experience in the field of Demand Management or National Diploma in Public Management/ Administration / Supply Chain Management coupled with 1 year experience in the field of Demand Management.

Competencies required: Knowledge of Public Finance Management Act and its Regulations, Public Service Act and its Regulations, The Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act and its Regulation, Relevant Practice Notes, Code of Conduct for SCM Practitioners, Departmental Procurement Procedures, Financial Information Systems (Basic Accounting Systems). **Skills:** Computer literacy, Planning and organizing, interpersonal skills ,Presentation skills, Logistics management ,Communication (written and verbal) , Report writing, Time management ,Negotiation Skills, Supplier relationship management, Decision making skills and ability to interpret SCM policy. Drivers license. **Personal attributes:** innovative thinking, assertive, ability to work under pressure, strategic thinking, ability to work in a team.

Key Performance Areas:

- Process requisitions and drafting of specification.
- Source Service Providers.
- Provide secretariat for Quotation Specification Committee.
- Assist in compilation of Procurement Plan.
- Manage human resources.

ENQUIRIES:	Mr L Njapha
TEL NO:	033 264 2734

SCM Practitioner:	Compliance and Performance
Salary:	R 257 508.00 per annum
Salary level:	7
Reference no:	SCM 03 /2019

REQUIREMENTS: : A minimum of Senior Certificate coupled with 3 years' experience in the field of Supply Chain Management or National Diploma in Public Management/ Administration / Supply Chain Management (SCM) coupled with 1 year experience in the field of Supply Chain Management.

Competencies required: Knowledge of Public Finance Management Act and its Regulations, Public Service Act and its Regulations, The Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act and its Regulation, Relevant Practice Notes, Project Management, Code of Conduct for SCM Practitioners, Financial Information System (Basic Accounting System). **Skills:** Computer literacy, Planning and organizing, Presentation skills, Logistics management, Communication (written and verbal), Negotiation skills, Time management, Supplier relationship management, Interpersonal relations Skills, Decision making skills and Ability to interpret SCM policy. Drivers' License. **Personal attributes:** innovative and strategic thinking, receptive to ideas and suggestions, ability to work in a team and ability to work under pressure.

Key Performance Areas:

- Conduct Market Analysis for commodities required by the department.
- Provide monthly reports to Provincial and National Treasury.
- Maintain Centralized Suppliers Database.
- Maintain Suppliers Performance.
- Manage human resources.

ENQUIRIES:	Mr S Mgobhozi
TEL NO:	033 264 2597

SCM Practitioner:	Bid Administration
Salary:	R 257 508.00 per annum
Salary level:	7
Reference no:	SCM 04 /2019

REQUIREMENTS: A minimum of Senior Certificate coupled with 3 years' experience in the field of procurement and provisioning or National Diploma in Public Management/ Administration / Supply Chain Management (SCM) coupled with 1 year experience in the field of procurement and provisioning.

Competencies required: Knowledge of Public Finance Management Act and its Regulations, Public Service Act and its Regulations, The Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act and its Regulation, Relevant Practice Notes, Project Management, Code of Conduct for SCM Practitioners, Departmental Procurement Procedures, KZN SCM Framework and Batho Pele principles. **Skills:** Computer literacy, Planning and organizing, Presentation skills, Communication (written and verbal), Time management, Interpersonal relations Skills, Decision making skills, Report writing, Negotiating Skills, Drivers License. **Personal attributes:** innovation, taking initiative, ability to get co-operation of others under difficult circumstances and ability to work in a team.

Key responsibilities include:

- Provide acquisition process through the bid and quotation system.
- Implementation of evaluation process and bid committees.
- Provide filing system and safekeeping of all documentation of the component.
- Implement acquisition policies and procedures
- Manage human resources.

ENQUIRIES:	Mr M Cebekhulu
TEL NO:	033 264 2811

SCM Administration Clerk:	Logistics X3
Salary:	R173 703 .00 per annum
Salary level:	5
Reference no:	SCM 05 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification.

Competencies required: ♦ Basic knowledge of Supply Chain Management duties and practices, Batho Pele principles. **Skills:** Computer literacy, written skills, planning and organizing skills, communication (verbal and writing) skills, ability to work in a team. **Personal attributes:** flexibility and ability to work under pressure.

Key responsibilities include:

- Render clerical support on travel and accommodation for departmental staff.
- Render clerical support in capturing of orders on Basic Accounting System (BAS).
- Render clerical support in capturing of entity maintenance on BAS.
- Render clerical support in implementing logistics policies and procedures.
- Render clerical support in issuing of orders.

ENQUIRIES:	Mr N Dlamini
TEL NO:	033 264 2737

SCM Clerk:	Provisioning X2
Salary:	R173 703 .00 per annum
Salary Level:	5
Reference no:	SCM 06 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification.

Competencies required: Basic knowledge of Supply Chain Management duties and practices, Ability to capture data and collect statistics, Knowledge of Batho Pele principles. **Skills:** Computer literacy, planning and organizing skills, interpersonal relations skills, ability to work under pressure and independently and ability to work in a team, loyalty and honesty. **Personal attributes:** honesty, loyalty, professionalism and punctuality.

Key responsibilities include:

- Check registration of service providers with KZN Supplier's Database.
- Draw up specification and quotation enquiry according to the procurement plan.
- Evaluate quotations and prepare recommendations for award.
- Provide reports on duration taken to finalise requests.
- Implement acquisition policies and procedures.

ENQUIRIES:	Mr M Cebekhulu
TEL NO:	033 264 2811

SCM Administrative Clerk:	Demand X2
Salary:	R173 703 .00 per annum
Salary Level:	5
Reference no:	SCM 07 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification.

Competencies required: Basic knowledge of Supply Chain Management duties and practices, ability to capture data and collect statistics, and communication skills, knowledge of Batho Pele principles. **Skills:** Computer literacy, planning and organizing skills, analytical skills, interpersonal relations skills, ability to work under pressure and independently and ability to work in a team. **Personal attributes:** reliability and flexibility.

Key responsibilities include:

- Process requisitions and drafting of specification.
- Source service providers.
- Provide secretariat duties to Quotation Specific Committee (QSC) and other administrative duties.
- Provide Demand Management process for the department.

ENQUIRIES:	Mr L Njapha
TEL NO:	033 264 2734

SCM Administrative Clerk:	Bid Administration X2
Salary:	R173 703 .00 per annum
Salary Level:	5
Reference no:	SCM 08 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification.

Competencies required: ♦ Basic knowledge of Supply Chain Management duties and practices, Batho Pele principles. **Skills:** Computer literacy, planning and organizing skills, interpersonal relations skills, Personal attributes: team work, innovative thinking, ability to get the co-operation of others under difficult circumstances and ability to take initiative.

Key responsibilities include:

- Provide acquisition process through the bid and quotation system.
- Implement the evaluation process and bid committee resolutions.
- Provide filing system and safekeeping of all documentation of the component.
- Implement acquisition policies and procedures.

ENQUIRIES:	Mr M Cebekhulu
TEL NO:	033 264 2811

SCM Administrative Clerk:	Compliance and Performance X2
Salary:	R173 703 .00 per annum
Salary Level:	5
Reference no:	SCM 09 /2019

REQUIREMENTS: Applicants must have a Senior Certificate or equivalent qualification.

Competencies required: ♦ Basic knowledge of Supply Chain Management duties and practices, Batho Pele principles. **Skills:** Analytical Skills, Computer literacy, Communication skills. **Personal attributes:** reliability and flexibility.

Key responsibilities include:

- Process monthly reports to Provincial and National Treasury, including Broad Based Black Economic Empowerment spend reports.
- Provide support in the evaluation of the sourcing strategy, market analysis and selection of suppliers.
- Provide maintenance of Centralized Suppliers Database (CSD).
- Maintain suppliers performance in the department
- Implement the compliance and performance process for the department.

ENQUIRIES:	Mr L Njapha
TEL NO:	033 264 2734

Financial Officer:	Debtors Management
Salary:	R 257508.00 per annum
Salary Level:	7
Reference no:	Fin 01 /2019

REQUIREMENTS: A minimum of Senior Certificate coupled with 3 years' experience in Finance and debtor's environment or National Diploma/ Degree in Financial Accounting / Financial Management coupled with 1 year experience in Finance and debtors environment.

Competencies required: Knowledge of Public Finance Management Act and its Regulations, Public Service Act and its Regulations, Relevant Practice Notes, Knowledge of System Persal and Basic Accounting System (BAS), understanding of the departmental vision/objectives, structures, communication channels and reporting procedures, and working knowledge of accounting principles and practice. **Skills:** Computer Literacy, Basic Accounting skills, Written and verbal communication, Problem Solving Skills, Interpersonal relations Skills, and Organizing and Planning skills. **Personal attributes:** innovation, taking initiative, ability to get co-operation of others under difficult circumstances and ability to work in a team.

Key responsibilities include:

- Identify and receive notification of all Departmental debts.
- Set up, monitor and recover all debts and debt accounts timeously.
- Analyse and submit inputs for monthly reporting, interim financial reporting and annual financial statements.
- Provide control of the Departmental debt suspense accounts.
- Conduct research on National and Provincial debt management policies and provide support to the Assistant Director.
- Manage human resources.

ENQUIRIES:	Mr K Bharath
TEL NO:	033 264 2588

Creditors Clerk:	Payment Processing and Creditors Reconciliation X6
Salary:	R173 703.00 Per annum
Salary level:	5
Reference no:	Fin 02 /2019

REQUIREMENTS: Applicants must have a Senior Certificate with Mathematics/ Accounting or equivalent qualification.

Competencies required: ♦ Knowledge of Basic Accounting System, Public Financial Management Act and its Regulations, Internal controls procedures, Voucher control procedures, Payment processing on BAS. **Skills:** Computer Literacy, Interpersonal relations, Time management skills, and good communication skills (written and verbal). **Personal attributes:** reliability, commitment, maintain confidentiality, flexibility, fairness, honesty and working under pressure.

Key Performance Areas:

- Manage and process invoice and orders.
- Provide support regarding credit control functions.
- Attend to payment queries.
- Attend to unmatched orders and invoices.

ENQUIRIES:	Ms TP Sikhakhane
TEL NO:	033 264 2713

Finance Clerk:	Banking x2
Salary:	R173 703.00 Per annum
Salary level:	5
Reference no:	Fin 03 /2019

REQUIREMENTS: Applicants must have a Senior Certificate with accounting / Mathematics or equivalent qualification.

Competencies required: ♦ Knowledge of Basic Accounting System (BAS), Public Financial Management Act and its Regulations **Skills:** Listening skills, Interpersonal relations, Computer literacy, Organisational skills, Financial Management skills, Organizing and Planning skills, Good communication skills (written and verbal). **Personal attributes:** reliability, flexibility and ability to work in a team.

Key Performance Areas:

- Process Subsistence and Travel claims for the department.
- Control and safe keeping of batches.
- Administer Electronic Funds Transfer (EFT) and Maintain EFT statistics.
- Clearing of suspense Account.
- Provide administrative support.

ENQUIRIES:	Mr K Bharath
TEL NO:	033 264 2588

Finance Clerk:	Debtors Management X2
Salary:	R173 703.00 Per annum
Salary level:	5
Reference no:	Fin 04 /2019

REQUIREMENTS: Applicants must have a Senior Certificate with Accounting/ Mathematics or equivalent qualification.

Competencies required: Knowledge of Public Financial Management Act and its Regulations and Debt policy. **Skills:** Computer Literacy (including MS Word, Power Point), Basic accounting skills, organizing and planning, Problem solving skills, Good communication skills (written and verbal) and Interpersonal skills. **Personal attributes:** maintain confidentiality and fairness, ability to work under pressure and meet deadlines.

Key Performance Areas:

- Processing of debts.
- Provide control of the Departmental debt suspense account.
- Provide administrative support services, including filling reports and ensuring compliance with relevant prescripts.
- Manage employee and ex-employee outstanding debt.

ENQUIRIES:	Mr K Bharath
TEL NO:	033 264 2588

Finance Clerk:	Revenue
Salary:	R173 703.00 Per annum
Salary level:	5
Reference no:	Fin 05 /2019

REQUIREMENTS: Applicants must have a Senior Certificate with Accounting / Mathematics or equivalent qualification.

Competencies required: Knowledge of Public Financial Management Act and its Regulations, Relevant Practice Notes, Batho Pele principles and working knowledge of accounting principle and practice. **Skills:** Computer literacy, Basic accounting skills, Interpersonal relations, Organizing and Planning skills, Communication skills (written and verbal). **Personal attributes:** reliability and ability to work in a team.

Key Performance Areas:

- Clear Suspense Accounts.
- Allocate receipts.
- Register and control captured batches.
- Provide administrative support services including maintaining comprehensive filing system.

ENQUIRIES:	Mr K Bharath
TEL NO:	033 264 2588

Personal Assistant:	Director: Internal Audit
Salary:	R 257508.00 per annum
Salary Level:	7
Reference no:	IC 01 /2019

REQUIREMENTS: Applicants must have a Senior Certificate and a one year Diploma in Secretarial Studies and/or a Diploma either in Office Management; Public Management; or Business Management. Applicants must have 3 years practical executive or secretarial experience. Computer literacy is a prerequisite.

Competencies required: Working knowledge in the Public Sector; basic knowledge on financial administration; knowledge of the Constitution of the Republic of South Africa, the Public Service Act and its Regulations, the public service Code of Conduct, Batho Pele principles and the Financial Management system. **Skills:** Utilization of Computer software packages e.g. MS Word, PowerPoint, MS Excel, E-mail and Internet Office, Telephone etiquette, Document tracking, Administrative Practices, Conference and Meeting Procedures, Excellent organizing skills, Numeracy skills, Excellent interpersonal and communication (written and verbal) skills. **Personal attributes:** Ability to maintain a high level of confidentiality, Self-driven, Motivated, Results oriented and Professional.

Key responsibilities include:

- Provide administrative support functions to Director through organizing the Director's affairs by:
 - ◆ Maintaining and organizing the diary to arrange and prioritize meetings, confirming appointments and reminding the Director of engagements
 - ◆ Typing submissions and other documents
 - ◆ arrangement of transport and accommodation
 - ◆ Arrange for dissemination of information during meetings.
 - ◆ Copy and circulate information on behalf of the Director.
 - ◆ Taking minutes in meetings.
 - ◆ Provide administrative support to the Director through ensuring the updating and safekeeping of all records, duplication of documents, office provisioning, management of telecommunication system, receiving correspondence through fax and e-mail.
 - ◆ Follow up on all correspondence and files sent out of the office for reply / approval.
 - ◆ Answering and making telephone calls on behalf of the Director and canalizing telephone calls to the relevant officials.
 - ◆ Assist the Director by sourcing relevant information.
 - ◆ Receive visitors.
 - ◆ Perform a variety miscellaneous catering and administrative tasks.
 - ◆ Support the Director with the administration of the Director's budget.
 - ◆ Collects and coordinates all the documents related to the Director budget.
 - ◆ Assist Director in determining funding requirements for purposes of MTEF submissions.
 - ◆ Checks and correlates Basic Accounting System reports to ensure that expenditure is allocated correctly.
 - ◆ Compare the MTEF allocation with the requested budget and informs the Director of changes.
 - ◆ Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director.

ENQUIRIES:

Ms Z Khwela

TEL NO:

033 264 2669

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 Head, Department of Economic Development and Tourism, 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: 09 DECEMBER 2019