



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:

The office of the HoD is seeking a result-driven and ethical Director of Administration with strong leadership skills to manage and improve the efficiency of its operations.

DIRECTOR:	OFFICE OF THE HEAD OF DEPARTMENT
TOTAL SALARY PACKAGE:	R 1 057,326 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of SMS)
SALARY LEV	13
REFERENCE NO:	D-ADMIN SUPP/ 01 FEB 2021

REQUIREMENTS: •An appropriate Bachelor's Degree in Public Administration / Public Management / Business Management at (NQF level 7) as recognized by SAQA. •A minimum of five (5) years managerial experience at Middle Managerial level in Executive Support. •The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment •A valid driver's licence.

COMPETENCIES NEEDED: •Advanced knowledge of the Public Sector and Public Service Systems. Broad knowledge of administrative functions in the Public Service. Advanced knowledge of Public Service policies and procedures, functioning of Provincial and National government and administrative office procedures. Advance knowledge of reporting standards, ethics and practices. Knowledge of the National Development Plan (NDP) and Provincial Growth and Development Strategy (PGDS) •Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, National and Provincial Treasury Regulations, Preferential Procurement Policy Framework Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, Employee Performance Management System, HR Matters and relevant statutory provisions. •Ability to communicate at all levels: National and Provincial spheres, officials from other departments, other officials both within the directorate and the other directorates in the whole Department, the Head of Department office, Service Providers and members of the public. An ability to adapt to a dynamic work environment. **Candidates should demonstrate excellent skills as listed below:** Strategic thinking abilities, good communication skills (written and verbal), must possess strong leadership qualities, have superior interpersonal skills, ability to multi-task, superior problem solving skills, computer literacy (advance knowledge of PowerPoint, Microsoft Excel and Microsoft Word), strategic planning, negotiating skills, advanced knowledge of project management, report writing and presentations skills, be reliable and self-motivated. Broad knowledge of service delivery innovation, change management, financial management (Budget Management experience), people management and empowerment. Public management and

administration principles, strategic capacity, policy analysis and development, time management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation and customer focus, conflict management, risk management, organizational skills and interviewing skills. Candidates must be self-disciplined and be able to work under pressure.

KEY PERFORMANCE AREAS •Develop creative solutions in facilitating smooth administrative operations in providing executive support to the HOD •Manage and facilitate all engagements by the HOD that are related to cabinet, legislature and cluster coordination •Manage the execution of specific projects that are of the interest of the department •Establish and maintain linkages with various stakeholders such as National departments, NGO's, Private Sector organizations on behalf of the HOD •Manage human, financial and assets resources.

In terms of the Departmental Employment Equity targets and Employment Equity Plan, Females and persons living with disabilities are encouraged to apply. 

ENQUIRIES: MS B. MAPISA

TEL NO: 033-264 2712

DIRECTOR: COMMUNICATIONS SERVICES

TOTAL SALARY PACKAGE: R 1 057,326 p.a. (All-inclusive salary package to be structured in accordance with the rules of SMS)

SALARY LEVEL: 13

REFERENCE NO: D-COMM 02/FEB 2021

REQUIREMENTS: •An appropriate Bachelor's Degree in Communication / Public Relations / Journalism / Business Management at (NQF level 7) as recognized by SAQA. •A minimum of five (5) years managerial experience at Middle Managerial level and at least three (3) years' experience in communication management. •The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment •A valid driver's licence.

Competences needed: An advance knowledge of Communications legislative frameworks such as Electronic and Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, functioning of National, Provincial and Local Government, structure and functioning of the Department, Parliamentary protocol processes, linkages with government clusters, Media and Marketing industry, cross cultural knowledge, client relations, Public Outreach. •Demonstrable understanding of media technology, creative and graphic design and broadcast technology. •Conceptualization and presentation of cutting-edge communication and marketing proposals.

•Demonstrate knowledge of effective communication strategies between the public sector and media Working knowledge of electronic media such as computers, photography and video. Knowledge of formulation, interpretation and application of government policies aimed at effective delivery. Knowledge of the National Development Plan (NDP) and Provincial Growth and Development Strategy (PGDS). Sound knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Constitution of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Bato Pele Principles), Community Development Act, policies and strategies. Ability to

communicate at all levels with relevant stakeholders (effective flow of information across the board) including: National and Provincial Government Departments, Public Entities, Senior Management, Private Sector Organizations, Media, International Organizations, and General Public. Proven knowledge and experience of policy development and events management. Knowledge of report and speech writing. Strong reporter relationships.


Candidate should demonstrate excellent skills in: Communication and presentation skills, public speaking, media law, crisis communication management skills, financial management, computer literacy, strategic planning, programme and project management. Exceptional writing and editing skills required to maintain quality publications for various audiences. Business planning, time management, verbal & written communication and conflict management. Provision of strategic and leadership direction to influence better and cost-effective use of resources and time, Practical ability to research and compile data, analytical, planning and organizational abilities, Change management and interpersonal skills. Design and evaluation of adverts and advertorials for both print and electronic media. Lateral thinking necessary for problem solving.

Key Performance Areas: •Oversee and manage Corporate Communication in the Department and Ministry. •Provide leadership in promoting good image and brand of the Department. •Manage the development of strategies and policies for the Department. •Provide technical advice to the Department and MEC on communication related matters. •Effective management of human, financial and asset resources of the Directorate.

In terms of the Departmental Employment Equity targets and Employment Equity Plan, Females and persons living with disabilities are encouraged to apply. 

ENQUIRIES:	MS N MFEKA
TEL NO:	033 328 8035

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 or obtainable online at www.gov.za 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 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 criteria to some of the positions.
9. **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 candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

10. CLOSING DATE FOR RECEIVING APPLICATIONS: 03 MARCH 2021 AT 16H00

11. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
12. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
13. 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.
14. ***NB: Requirement for All Senior Management Services Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.***
15. **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.