



# 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:*

<b>CHIEF DIRECTOR:</b>	<b>ECONOMIC PLANNING</b>
<b>TOTAL SALARY PACKAGE:</b>	<b>R1, 251 183 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of SMS)</b>
<b>SALARY LEVEL:</b>	<b>14</b>
<b>REFERENCE NO:</b>	<b>C D-ECO PLAN 01/NOV 2020</b>
<b>EMAIL ADDRESS:</b>	<a href="mailto:CDECOPLAN@kznedtea.gov.za">CDECOPLAN@kznedtea.gov.za</a>

**REQUIREMENTS:** •An appropriate Bachelors' Degree or equivalent qualification in Economics / Planning / Public Policy Management / Development Studies or related field at (NQF level 7) as recognized by SAQA • A relevant Post Graduate qualification in Economics / Planning or related field will serve as an added advantage. • A minimum of five years relevant managerial experience at Senior Managerial level in the relevant field. •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 in-depth knowledge and insight of South African economic policy, strategy and legislation applicable to the economic planning. Advance knowledge and understanding of the KZN economy. Extensive knowledge of the National Development Plan (NDP), Industrial Policy Action Plan (IPAP), National Spatial Economic Development perspective (NSDP), Provincial Growth and Development Strategy (PGDS) and knowledge of Global, National and Regional Economies. Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution of Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, and strategic, leadership, problem solving, analysis and empowerment capabilities. Knowledge and understanding of the Public Sector Employee Performance, Management and Development System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation. Knowledge of monitoring and implementation of government programmes and ensure proper coordination with line managers at the Head Office level. Ability to communicate at all levels with relevant stakeholders including: Provincial Departments, Senior Management, Private Sector Organizations, Media, International Organizations and General Public. **Candidate should demonstrate excellent skills in:** Business planning, Economic Modelling, strategy development, financial management, computer literacy, policy and research, Programme and Project management, report writing and presentations skills.

**Key Performance Areas:** •Provide guidance and leadership in economic research and development in the KZN Province •Facilitate the development of Provincial Economic policy and strategies •Facilitate and coordinate the development and implementation of effective knowledge management systems in the department •Coordinate the development and implementation of policies •Oversee the management of human and financial resources of the Chief Directorate.

**ENQUIRIES:** MS FF PUPUMA  
**TEL NO:** 033-264 2516

**CHIEF DIRECTOR:** DISTRICT OPERATIONS MANAGEMENT  
**TOTAL SALARY PACKAGE:** R1, 251 183 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS)  
**SALARY LEVEL:** 14  
**REFERENCE NO:** C D-DOM 02/NOV 2020  
**EMAIL ADDRESS:** [CDDISOPMAN@kznedtea.gov.za](mailto:CDDISOPMAN@kznedtea.gov.za)

**REQUIREMENTS:** •An appropriate Bachelor's Degree or equivalent qualification in Public Management / Public Administration/ Commerce/ Development Studies at NQF level 7 as recognised by SAQA. •MBA or Masters will be an added advantage. •A minimum of five years managerial experience at a Senior Managerial level with extensive experience in administration environment. •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:** Broad understanding of the public sector environment. Knowledge of the National Development Plan (NDP), Provincial Growth and Development Plan (PGDP), District Growth and Development Plan (DGDP), District Operations Management framework. Good knowledge of development of strategies and policy implementation according to agreed norms and standards. Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution of Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, problem solving and analysis, empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation. Knowledge of monitoring and implementation of departmental programmes and ensure proper coordination with line managers at the Head Office level.

**Candidates should demonstrate excellent skills in:** Ability to communicate at all levels including Provincial Departments, Senior Management and Private Sector Organizations. •Computer literacy, strategic planning, negotiating skills, programme and project management principles, report writing and presentations skills. •Broad knowledge of service delivery innovation, change management and financial management. Strategic and leadership, policy analysis and development, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation and customer focus.

**Key Responsibilities:** Provide strategic direction in the institutionalization of the District Operations Management function into the Department • Strategic Management and Planning • Develop Business and Strategic Plans and policies to improve service delivery within and outside the department, including capacity of the Districts to cope with change • Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery at District level Provide oversight in the management of District Operations function in the Department • Manage the establishment and participation of all districts stakeholder management forums • Provide oversight in the implementation of all departmental functions at the district level • Manage human, financial resources and assets of the Chief Directorate. Plan and report to various stakeholders including parliament, audit and risk Committees • Co-ordinate and reports on all

Branch's programmes and projects • Ensures that structures and governance processes at district level are in place and aligned to achieve the strategic objectives of the Department.

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

**ENQUIRIES:** MR F MBULI  
**TEL:** (033) 264 2518

**DEPUTY DIRECTOR:** BUSINESS PROCESSING OUTSOURCING  
**SALARY PACKAGE:** R 869 007 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)  
**SALARY LEVEL:** 12  
**REFERENCE:** DD- BPO 03/NOV 2020  
**EMAIL ADDRESS:** [DDBUSPROCOUT@kznedtea.gov.za](mailto:DDBUSPROCOUT@kznedtea.gov.za)

**Requirements:** An appropriate Bachelor's Degree/National Diploma in Industry Economics, Business Management / Economics /Computer Science at NQF level 6/7 as recognized by SAQA. A minimum of three to five years' Junior Managerial experience in the relevant field. A valid Driver's licence.

**COMPETENCIES NEEDED:** Thorough knowledge of the Industrial Policy Action Plan (IPAP), National Development Plan (NDP), New Growth Path (NGP), KZN Industrial Development Strategy, Broad Based Black Economic Empowerment Act (BBBEE), Macro Economic Reform Strategy, National Industrial Policy Framework, Provincial Spatial Economic Development Strategy (PSEDS). •Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Treasury Regulations. Understanding of government's medium-term strategic framework and monitoring framework of government. •Ability to communicate at all levels including National Departments, Provincial Departments, Senior Management, Private Sector Organizations, Media, and the General Public. Knowledge and insight of the KZN Provincial Growth and Development Plan (PGDP).

**Candidates should demonstrate excellent skills in:** Strategic management, research, project management, policy analysis and development, analytic thinking, interpersonal relations, language proficiency, verbal & written communication, conflict management, presentation skills, report writing, strategic planning, Evaluation and Monitoring skills, facilitation skills, basic driving, planning and organising skills.

**KEY PERFORMANCE AREAS:** •Develop business process outsourcing industry implementation strategy that will address binding constraints and provide opportunities for the sector's development •Conduct realistic economic analysis of the sector and identify key obstacles to growth & interventions aimed at addressing these •Facilitate better access to finance and markets through improved infrastructure facilities and business support •Provide mechanisms to service and sustain the growing domestic and international markets •Facilitate the establishment of partnerships between the public and private sector for the transfer of required skills •Manage human, financial and assets resources of the Sub-Directorate.

**ENQUIRIES:** Ms. F F PUPUMA  
**TEL NO:** (033) 264 2543

**DEPUTY DIRECTOR:** SECURITY SERVICES (VIP Protection)

<b>TOTAL SALARY PACKAGE:</b>	<b>R 733 257 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)</b>
<b>SALARY LEVEL</b>	<b>11</b>
<b>REFERENCE NO:</b>	<b>DD-VIP 04/NOV 2020</b>
<b>EMAIL ADDRESS:</b>	<a href="mailto:DDSECSER@kznedtea.gov.za">DDSECSER@kznedtea.gov.za</a>

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma in Security Management / Public Management at NQF level 6/7 as recognized by SAQA. A minimum of three (3) to five (5) years Junior Managerial experience within the security environment or auxiliary services. •A valid driver's licence.

**COMPETENCIES NEEDED:** Thorough knowledge of the security industry relating to VIP Protection. Good knowledge of Security related Acts and policies. Good knowledge of government Regulations related to Security investigations. Knowledge of security function and security management. 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 Departmental Policy and Procedures. Knowledge of implementing policies. Proven ability to communicate at all levels including National Departments, Provincial Departments, HOD, Senior Management, HOM, SMS, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public; and Security organizations (NIA, SAPS and Security companies providing service to the department – through the Manager: Security and Risk Management) including the Private Sector Organizations.

**The candidates should demonstrate excellent skills in:** Security investigation, problem solving and analysis. Client orientation and customer focus. People and diversity management, strategic thinking, report writing and presentation, leading and co-ordination (leadership and management), organizing skills, good research and analytical skills. Strong project management and planning skills; basic financial and Supply Chain Management skills, good communication skills, good interpersonal skills. An ability to adapt to a dynamic work environment, investigation skills. Facilitation and presentation skills. Problem solving and analysis, Service delivery innovation. Operational knowledge of MS Office (Word, Excel and Outlook) and, rational and inquisitive thinker, team player and team leader.

**KEY PERFORMANCE AREAS:** •Manage and facilitate the implementation of security measures in the department •Facilitate the implementation of Minimum Information security Standard (MISS) document is implemented in the Department •Manage the provisioning of proper security services to the MEC's Office. •Manage the development and implementation of policies regarding security services. • Manage human and asset resources of the Unit.

<b>ENQUIRIES:</b>	<b>MR F MBULI</b>
<b>TEL NO:</b>	<b>033-264 2518</b>

### **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](http://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: 18 DECEMBER 2020 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. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the email allocated to each position. Emails are allocated as follows:**

- Chief Director: Economic Planning – [CDECOPLAN@kznedtea.gov.za](mailto:CDECOPLAN@kznedtea.gov.za)
- Chief Director: District Operation Management – [CDDISOPMAN@kznedtea.gov.za](mailto:CDDISOPMAN@kznedtea.gov.za)
- Deputy Director: Business Processing Outsourcing – [DDBUSPROCOUT@kznedtea.gov.za](mailto:DDBUSPROCOUT@kznedtea.gov.za)
- Deputy Director: Security Services – [DDSECSEER@kznedtea.gov.za](mailto:DDSECSEER@kznedtea.gov.za)