



## 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>DIRECTOR:</b>	<b>SECURITY AND AUXILIARY SERVICES</b>
<b>TOTAL SALARY PACKAGE:</b>	<b>R1 057,326 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS)</b>
<b>SALARY LEVEL:</b>	<b>13</b>
<b>REFERENCE NO:</b>	<b>D-SEC 01/JAN 2021</b>

**REQUIREMENTS:** •An appropriate Bachelor's Degree or equivalent qualification in Public Management / Security Management at NQF level 7 as recognised by SAQA. •A minimum of five years managerial experience at Middle Managerial level within the security management, property management, auxiliary services or related 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.

**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 experience of Property Management Principles. Knowledge and experience of Accommodation and Office Space Planning. Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers. 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. **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 PERFORMANCE AREAS:** •Manage and facilitate the implementation of security measures in the Department •Manage the implementation that Minimum Information Security Standard (MISS) document is implemented in the Department •Manage the provisioning of proper and efficient Auxiliary Services within

the Department •Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury •Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders •Manage the development and implementation of policies regarding Security and Auxiliary Services •Manage 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* 

*This post is being re-advertised, candidates who applied previously may re-apply.*

<b>ENQUIRIES:</b>	<b>MR F MBULI</b>
<b>TEL NO:</b>	<b>033-264 2606</b>

<b>DEPUTY DIRECTOR:</b>	<b>SMALL BUSINESS DEVELOPMENT (MIDLANDS)</b>
<b>SALARY PACKAGE:</b>	<b>R 869 007 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)</b>
<b>SALARY LEVEL:</b>	<b>12</b>
<b>CENTRE:</b>	<b>HEAD OFFICE</b>
<b>REFERENCE NO:</b>	<b>DD-SBD 02/JAN 2021</b>

**Requirements:** •An appropriate Bachelor's Degree/ National Diploma in Business Administration or Management / Economics / Commerce/ Economics / Entrepreneurship and Development at (NQF level 6/7) as recognized by SAQA. •Three to five years Junior Management experience in SMME Development. •A valid driver's licence.

**Knowledge and Competencies required:** •Thorough knowledge of business support and skills development interventions for SMME's. Broad knowledge of the programmes and activities of the Department. Broad knowledge of the National Small Business Act, Broad Based Black Economic Empowerment Act, Integrated Strategy on the Promotion of Entrepreneurship and Small Enterprises; Provincial Growth and Development Strategy, Business/operational plan of the Small Business Development Programme. Good knowledge of socio-economic conditions of the SMME sector and Dynamics of SMME development in KZN. Knowledge of Provincial and National economic policies and strategies, KZN Small Enterprise Development Strategy, commitment to community development. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles.

**Candidates should demonstrate excellent Skills in:** business planning, business analysis, financial management skills. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, business development and employment creation challenges facing KZN. Negotiation skills, problem-solving skills, marketing skills, Service Delivery (Bato Pele) Principles, networking skills, strategic thinking, people and team management and presentation skills. Advanced communication skills and ability to communicate at all levels. •Good report writing, strategic management, interpersonal relations, time management, coordination, planning and organizing, research, project management skills •Ability to interact with people at all levels •Analytical and innovative thinking •Competence in financing, budgeting and expenditure controls is desirable. Liaison and maintenance of linkages with other stakeholders in SMME development in KZN Province.

**Key responsibilities required:** •Facilitate the implementation of programmes and projects that are aimed at promoting economic participation of SMME's in the Central Region •Facilitate the development and implementation of the appropriate strategies that lead to promotion of SMME's in the Central Region • Facilitate the implementation of interventions aimed at achieving sustainable SMME's in the Central Region •Support Small Enterprise Development Programmes with National, Provincial and Local Government development priorities in the Central Region •Manage human, financial and asset resources of the component.

**ENQUIRIES:** MR B MADLALA

**TELEPHONE:** 082 808 1984

<b>ASSISTANT DIRECTOR:</b>	<b>SUPPLY CHAIN MANAGEMENT (Compliance and Performance)</b>
<b>SALARY NOTCH:</b>	<b>R 376, 596 PER ANNUM</b>
<b>SALARY LEVEL:</b>	<b>09</b>
<b>REFERENCE NO:</b>	<b>AD- SCM COMPL 04/JAN 2021</b>

**Requirements:** • An appropriate Bachelor's Degree / 3-year National Diploma in Supply Chain management / Financial Management / Public Administration/Business Management / Business Administration at (NQF level 6) as recognized by SAQA. • A minimum of 3 to 5 years administrative experience in Supply Chain Management. • A valid driver's licence.

**COMPETENCES NEEDED:** Thorough knowledge of Supply Chain Management Framework such as Preferential Procurement Policy Framework Act and regulations, Broad Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, Constitution of Bid Committees and contracts. Excellent knowledge of the Supply Chain Management processes, Government Procurement Systems and policy development. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, PPPFA, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Good working knowledge of administrative experience, asset and asset disposal management and risk management. **Candidates should demonstrate excellent skills in:** Financial and supply chain management skills, Research skills, •Computer literacy• Planning and organizing skills •Problem-solving and analysing skills •Interpersonal skills •Presentation skills •Communication skills •Report-writing skills • Time management • Project management •Business planning, ability to work under pressure, proficiency in chairing meetings, decision making skills and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters.

**KEY PERFORMANCE AREAS:** •Monitor compliance and reporting of all Supply Chain Management processes and management of Transversal Contracts •Facilitate the implementation Sourcing Strategy Market Analysis and Selection of suppliers. •Coordinate and conduct training on all existing on SCM policies and regulations •Manage human, asset and financial resources of the sub-component.

**ENQUIRIES:** MS D RAICHUND

**TEL NO:** 033 264 2652

<b>ASSISTANT DIRECTOR:</b>	<b>HR POLICY AND PLANNING</b>
<b>SALARY:</b>	<b>R 376, 596 PER ANNUM.</b>
<b>SALARY LEVEL:</b>	<b>09</b>
<b>REFERENCE NO:</b>	<b>AD: HR POL 05/JAN 2021</b>

**REQUIREMENTS:** •An appropriate Bachelor's Degree/3-year National Diploma in Human Resource Management/Public Management/Public Administration at NQF level 6/7 as recognized by SAQA. • A minimum of three to five years Administrative experience in the Human Resource environment with experience in research, Employment Equity, Policy Development and HR Planning. •A valid driver's licence.

**COMPETENCIES NEEDED:** Broad knowledge of HR Legislations, Acts, Resolutions, Policies, other prescripts and Practices. Knowledge of Public Service reporting procedures and working environment. Understanding and interpretation of all legal prescripts applicable to the Public Service Human Resources and in particular the Constitution of South Africa (Act 108 of 1996), Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Code of Conduct for Public Servants, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, COIDA, Employment Equity Act, Service Delivery (Batho Pele) Framework. Knowledge and ability to implement legislation, policies and apply statistics. Knowledge and ability to research, develop, interpret and monitor implementation of Human Resource policies. **Candidates should demonstrate excellent Skills in:** Advanced computer skills, report writing, workshop presentation skills, facilitation skills, working in a team, ability to communicate at all levels, interpersonal skills, analytical and innovative thinking, problem solving, decision making, project management, supervision, work co-ordination, leave management, Discipline and Grievance Procedures and conflict management skills. The ability to work within tight time constraints and work independently.


**Key Performance Areas:** •Administer development and customization of HR Policies, guidelines and strategies for the Department •Administer development of HR Plan and strategies for implementation within the Department •Administer development of Employment Equity Plan and strategies for implementation within the Department. •Monitor and evaluate effectiveness of implementation of Hr Policies and analysis of National/Provincial policy environment and identify critical areas for intervention. • Manage human, financial resources and assets of the Unit.

**Preference:** *Applications from Designated groups, Women, Youth and Person with Disabilities are encouraged to apply.*

<b>ENQUIRIES:</b>	<b>MR V NAICKER</b>
<b>TELEPHONE NUMBER:</b>	<b>033-264 2687</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: 19 FEBRUARY 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.**