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:

### CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING
**TOTAL SALARY PACKAGE: R1 251 183.00 p.a. (All-inclusive salary package to be structured in accordance with the rules of SMS) | SALARY LEVEL: 14 | REFERENCE NO.: C D-COMM 1/DEC 2019**

**IN TERMS OF THE DEPARTMENTAL EMPLOYMENT EQUITY TARGETS AND EMPLOYMENT EQUITY PLAN, FEMALES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Communications/Marketing/Journalism/Public Relations at NQF Level 7 as recognised by SAQA •A minimum of five years relevant experience at a Senior Managerial level in the Communications and Marketing environment •A valid driver's licence.

**COMPETENCES NEEDED:** •An advanced knowledge of Communications legislative frameworks, such as the Electronic Communication Act, Broadcasting Act, Independent Communication Authority of South Africa Act, functioning of the 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 as well as client relations •Sound knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, Constitution of South Africa, the Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles) as well as policies and strategies •Ability to communicate at all levels with relevant stakeholders, including Provincial Departments, Senior Management, Private Sector Organisations, Media, International Organisations 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 •Public speaking •Media law •Crisis communication management skills •Financial management •Computer literacy •Strategic planning •Research, programme and project management •Report writing skills •Business planning •Time management •Verbal and written communication and conflict management.

**KEY PERFORMANCE AREAS:** •Oversee the development and participation of marketing and communications policies within the Department and manage participation of Intergovernmental communications forums •Oversee resources within the Media and Communications Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department •Oversee the provision of marketing and communications support to the Department •Facilitate the development and maintenance of effective communication links with the relevant internal and external stakeholders •Oversee the management of Public Relations services to enhance the positive image of the MEC and the Department •Provide and facilitate an effective corporate communication services both in the Department and Ministry •Develop and implement a Communications strategy for the Department •Oversee the management of human, financial and asset resources of the Chief Directorate.

**ENQUIRIES:** Mr S. Mkhize, tel. 033 264 2607.

### DIRECTOR: TRADE AND INVESTMENT PROMOTION SERVICES
**TOTAL SALARY PACKAGE: R1 057 326 p.a. (All-inclusive salary package to be structured in accordance with the rules of SMS) | SALARY LEVEL: 13 | REFERENCE NO.: DIR-TRADE 2/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY. IN TERMS OF THE DEPARTMENTAL EMPLOYMENT EQUITY TARGETS AND EMPLOYMENT EQUITY PLAN, FEMALES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**REQUIREMENTS:** •An appropriate Bachelor of Commerce degree in Economics, Business Economics, Trade Economics or Development Studies at NQF Level 7 as recognised by SAQA •A minimum of five years experience at a Middle Managerial level •Minimum of 5 years practical work experience in the area of trade and investment promotion •Experience and knowledge of global, provincial and national trade and investment issues and their implications for the provincial economy is also required •A valid driver's licence.

**COMPETENCES NEEDED:** •Thorough knowledge of the National Industrial Policy Framework, National Trade and Investment policies and key Government initiatives in the area of trade and investment •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act, Service Delivery Frameworks •Knowledge of the National Development Plan and the Provincial Growth and Development Plan, Industrial Development Strategy, Integrated Policy Action Plan (IPAP), New Growth Path (NGP), Provincial Growth and Development Strategy. **Candidates should demonstrate excellent skills in:** •Strategic management •Research and project management •Policy analysis and development •Analytic thinking •Interpersonal relations •Language proficiency, verbal and written communication •Computer literacy •Conflict management •Presentation skills •Report writing •Strategic planning •Planning and organising skills •Ability to interact with people at all levels is a prerequisite.

**KEY PERFORMANCE AREAS:** •Facilitate the structuring of trade and logistics institutional formations to promote economic growth and transformation •Facilitate capacity building and empowerment initiatives in the Trade, Logistics and Maritime industry value chains •Facilitate the promotion of foreign direct investment into the province, support and facilitate industry business retention and expansion measures and initiatives •Manage and facilitate improved co-ordination between Government and private sector entities involved in trade and logistics •Formulate, develop and implement strategies to stimulate the province as a trade and logistics gateway to Africa/World, including identification of high impact projects •Manage human, financial and asset resources of the Directorate.

**ENQUIRIES:** Ms F. Pupuma, tel. 033 264 2505/2543.

### DEPUTY DIRECTOR: CREATIVE ECONOMY
**SALARY PACKAGE: R869 007 p.a. (All-inclusive salary package to be structured in accordance with the rules of MMS) | SALARY LEVEL: 12 | REFERENCE NO.: DD-CREA- ECON 3/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Economics/Business Economics/Commercial Law/Development Studies and/or Creative Economy related studies at NQF Level 7 as recognised by SAQA •A minimum of three to five years Junior Managerial experience in the Creative Economy field •A valid driver's licence.

**COMPETENCIES NEEDED:** •Comprehensive knowledge of the Creative Economy •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 (B-BBEE), 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. the Public Service Act, PFMA, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act and Treasury Regulations •Understanding of the Government's medium term strategic framework and monitoring framework •Ability to communicate at all levels, including National Departments, Provincial Departments, Senior Management, Private Sector Organisations, Media, and the General Public •Knowledge and insight of the KZN Provincial Growth and Development Plan (PGDP). **The successful candidate should demonstrate excellent skills in:** •Strategic management •Research and project management •Policy analysis and development •Analytic thinking •Interpersonal relations •Language proficiency, verbal and 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 and promote competitiveness of the Creative Economy •Develop targeted capacity building programmes for creative economy beneficiaries •Establish sustainable stakeholder relations to ensure synergies of operations within the creative economy value chain industry •Development of policies and strategies aimed at improving service delivery •Manage human, financial resources and assets of the Sub-Directorate.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Ms F. Pupuma, tel. 033 264 2505/2543.

### DEPUTY DIRECTOR: REGULATION SERVICES
**TOTAL SALARY PACKAGE: R826 053 p.a. (All-inclusive salary package to be structured in accordance with the rules of MMS) | SALARY LEVEL: 12 | REFERENCE NO.: DD-REG SERV 4/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY. THIS ADVERT IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Economics or BTech degree in Business Management at NQF Level 7 as recognised by SAQA •A minimum of 3 to 5 years experience at Junior Management/Assistant Director level coupled with practical working experience within the field of Local Economic Development, Informal Economy Development, Co-operative and SMME Support and Businesses Licensing processes would be an advantage •Computer literacy and a valid driver's licence is a prerequisite.

**COMPETENCES NEEDED: Thorough knowledge and understanding of Business Legislations and Policies applicable to:** •the Business Regulations sector, such as the Business Act, 1991; KZN Informal Economy Policy; the Municipal Systems Act; Town Planning and Development Legislations; the National Small Businesses Act •Policy formulation, policy analysis and interpretation of policy and statute and legislative processes •Public Service reporting procedures and the work environment and relevant statutory provisions •Broad knowledge of the Department's Strategic plan •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act and Service Delivery Frameworks (Batho Pele) •Principles of change management, people management and empowerment •Ability to communicate at all levels with relevant stakeholders, including: Provincial and National Departments, Senior Management, Private Sector Organisations, Public Entities, Municipalities, Non-Government Organisations, Academic Institutions and the General Public. **The successful candidate should demonstrate excellent skills in:** •Research •Analytical thinking •Public Relations •Presentation skills •Planning and organising skills •Report writing •Written and verbal communication skills •Interpersonal skills •Computer literacy •Conflict management •Project management •Facilitation skills •Coaching and mentoring skills and driving skills.

**KEY PERFORMANCE AREAS:** •Manage and coordinate programmes for Region A relating to both informal and formal trade •Manage and champion the harmonization of Businesses law of the Province of KwaZulu-Natal •Initiate policies and strategies to administer trade (formal and informal) with the Province •Manage the provision of Municipal Support in relation to Business Licensing and the Informal Sector policy for the region •Manage human, financial and asset resources of the Unit.

**ENQUIRIES:** Mr S. Ngubane, tel. 033 264 2830.

### DEPUTY DIRECTOR: COMPLAINTS HANDLING: CONSUMER PROTECTION SERVICES
**TOTAL SALARY PACKAGE: R733 257 p.a. (All-inclusive salary package to be structured in accordance with the rules of MMS) | SALARY LEVEL: 11**
**DISTRICT: Pietermaritzburg | REFERENCE NO.: DD-CONS 5 /DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY.**

**REQUIREMENTS:** •An appropriate Bachelor's degree or equivalent qualification in the field of Law coupled with three to five years junior management experience and practical work experience in Alternative Dispute Resolution (ADR), Consumer Protection Services and Investigations •A valid driver's licence •An LLB qualification will serve as an advantage.

**COMPETENCES NEEDED:** •Advanced knowledge and understanding of Consumer Protection legislations (National and Provincial), Consumer Protection Laws, National Credit Act, Competition Commission Act, Access to Information Act, Consumer Protection Bill and Constitutions •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 (Batho Pele), HR Matters and relevant statutory provisions, Customer Service, Batho-Pele Principles, Change Management; People Management and Empowerment. **The successful candidate should demonstrate excellent skills in:** •Analytical thinking •Planning and organising •Good interpersonal relations •Time Management •Diplomacy •Priority Setting •Development and facilitation •Presentation skills •Computer literacy •Project management •Good written and verbal communication •Ability to manage concurrent and multiple tasks •Conflict management •Financial Management skills •Administrative skills •Research •Coordination and basic driving skills.

**KEY PERFORMANCE AREAS:** •Manage consumer complaints •Facilitate and coordinate research analyses of information related to consumer complaints at sectoral level •Effectively coordinate and facilitate proper administrative services for complaints handling •Establish and maintain network and partnerships with service providers and industry regulators aimed at protecting consumer rights •Develop policies and strategies and ensure proper implementation of the Consumer Protection Law aimed at improving service delivery •Manage human, asset and financial resources of the Sub-Directorate.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Mr T. Selepe, tel. 033 264 2824.

### DEPUTY DIRECTOR: DISTRICT COORDINATOR FOR COOPERATIVES (2 POSTS)
**TOTAL SALARY PACKAGE: R733 257 p.a. (All-inclusive salary package to be structured in accordance with the rules of MMS) | SALARY LEVEL: 11**
**DISTRICTS: ILEMBE AND AMAJUBA | REFERENCE NO: DD-COOPS 6/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY.**

**REQUIREMENTS:** •An appropriate Bachelor's degree/National diploma in the Management of Co-operatives/Business Management/Economics/Public Administration at (NQF Level 6/7) as recognised by SAQA •Three to five years Junior Management experience in the Co-operatives or Small Business environment •A valid driver's licence.

**COMPETENCES NEEDED:** •Broad Knowledge and understanding of the Co-operative Act •Broad knowledge of the programmes and activities of the Department •Good knowledge of socio-economic conditions of the Cooperatives sector •Knowledge and understanding of the new regulatory framework for the Public Service and Public Service Regulations •Knowledge of the public sector environment •Sound Knowledge and understanding of the regulatory framework for the Public Service, e.g. the 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. **The successful candidate should demonstrate excellent skills in:** •Business planning, business analysis and 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, analytical and problem solving skills, marketing skills, networking skills, strategic thinking, report writing, people and team management and presentation skills •Advanced communication skills and the ability to communicate at all levels •Good report writing, project management, strategic management, interpersonal relations, time management, coordination, planning and organising, research, presentation and project management skills •Ability to interact with people at all levels •Analytical and innovative thinking •Competence in financing, budgeting and expenditure controls is desirable and knowledge of the Cooperatives Act.

**KEY PERFORMANCE AREAS:** •Facilitate the establishment of primary and secondary cooperatives in the district •Facilitate capacity building and skills development• Identify institutions that provide financial support to cooperatives •Provide a coordination role for development of cooperatives at a district level •Coordinate cooperative development initiatives with relevant stakeholders •Provide appropriate business support to cooperatives •Manage human, asset and financial resources of the Sub-Directorate.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Ms S. Mazibuko, tel. 033 264 2665.

### CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY MANAGEMENT
**SALARY: Appropriate salary to be determined according to the regulatory framework (based on OSD) | SALARY LEVEL: OSD | CENTRE: HEAD OFFICE | REFERENCE NO.: CEO: AQM 7/DEC 2019**

**REQUIREMENTS:** •An appropriate recognised Honour's degree or equivalent qualification in Natural or Physical Sciences, Chemical Engineering, Meteorology, Environmental Health, Environmental Management, Geography or Environmental Sciences •Six (6) years' post-qualification experience, of which three years should be in the field of air quality management •A driver's licence •Knowledge of instrumentation and database management and project planning will be an added advantage.

**COMPETENCES NEEDED:** •Good working knowledge of environmental legislative frameworks and policies with specific focus on Air Quality Management •Good working knowledge of air quality management licensing procedures coupled with an understanding of environmental law •Experience in policy formulation and implementation •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations and Labour Relations Act •Understanding of the objectives and provisions of the National Environmental Management Act, 1998 and the National Environmental Management: NEM: AQA and subordinate legislation •Science and technical based knowledge and knowledge of atmospheric dispersion modeling •Knowledge of IT and Geographic Information System, international agreements and conventions. **The successful candidate should demonstrate excellent skills in:** •Proven verbal and written communication skills, including fully computer literate, project management, research, presentation skills, problem solving and interpersonal relations •Ability to evaluate scientific and technical reports and to timeously produce thorough and informative documents as well as formulate clear concise and legally defensible decisions.

**KEY PERFORMANCE AREAS:** •Ensure the development and implementation of an Air Quality Management Plan •Ensure the processing of applications for authorisations/permits/licences related to air quality management •Coordinate the implementation of strategies and programmes to promote air quality management •Ensure response to emergency incidents and complaints pertaining to air quality activities •Perform and manage administrative and related functions.

**ENQUIRIES**: Mr S.S. Ngcobo, tel. 033 264 2505.

### CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL PLANNING, GOVERNANCE AND INFORMATION MANAGEMENT (4 POSTS)
**SALARY: Appropriate salary to be determined according to the regulatory framework (based on OSD) | SALARY LEVEL: OSD**
**DISTRICT OFFICES: UThukela, Harry Gwala, ILembe and UGu | REFERENCE NO.: CEO-EPGIM 8/DEC 2019**

**REQUIREMENTS:** •An appropriate recognised four-year degree or Honour's in the Environmental Management or Natural Sciences field •Six (6) years' post-qualification experience in environmental management or a related field with sound knowledge of sustainable development system tools, information management systems and tools and environmental management protocols •A valid driver's licence.

**KNOWLEDGE AND COMPETENCES REQUIRED:** •Sound working knowledge of key Environmental legislations, policies and frameworks governing environmental management •Knowledge of environmental management concepts, theories and assessment tools and instruments •Broad understanding of emerging environmental management approaches, trends and practices is essential, i.e. National Environmental Management Act and associated Regulations, National Development Plan, sustainable Development Planning and Policy coordination •Knowledge of the development, management and control of projects and programmes, including the project management cycle, strategic Environmental Management Tool Implementation •Ability to work under pressure and be able to interact with a diversity of clients and other staff •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Employee Performance Management and Development framework and Promotion of Administrative Justice Act. **The successful candidate should demonstrate excellent skills in:** •Proven verbal and written communication skills, computer literate, excellent report writing skills, strategic planning skills, organisational skills, information management, people management, conflict resolution, asset control, presentation skills, problem solving and interpersonal relations.

**KEY RESPONSIBILITIES REQUIRED:** •Coordinate, facilitate and provide environmental management support to Districts and Local Municipalities and other Organs of State •Implement, manage and develop special Area management programmes and projects (including Coastal zone, threatened ecosystem, mountain catchment areas, wetlands, SCAP programmes and projects, etc.) •Implement, manage and support sustainable development planning initiatives and projects •Ensure environmental information management and reporting support •Perform and manage administrative, financial and other related support functions.

**ENQUIRIES:** Mr B.R. Dlamini, tel. 033 264 2643/2749.

### AREA MANAGER: INVASIVE ALIEN SPECIES PROGRAMME (IASP)
**SALARY: R470 040 p.a. | SALARY LEVEL: 10 | DISTRICT/REGION: South Region | REFERENCE NO.: ASD-INVAS 9/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY.**

**REQUIREMENTS:** •An appropriate recognised three-year qualification in a Environmental Science/Natural Science/Forestry field coupled with a minimum of three to five years administrative experience within a project management environment and knowledge of alien plant clearing strategies •A valid driver's licence.

**COMPETENCES NEEDED:** •Sound working knowledge of key Environmental legislations, policies and frameworks governing environmental management •Good knowledge of alien plants clearing strategies and methods (use of herbicides) •Knowledge of the development, management and control of invasive alien species projects and programmes, including the project management cycle, strategic Environmental Management Tool Implementation •Ability to work under pressure and be able to interact with a diversity of clients and other staff •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Employee Performance Management and Development framework and Promotion of Administrative Justice Act. **The successful candidate should demonstrate excellent skills in:** •Proven verbal and written communication skills, computer literate, excellent report writing skills, strategic planning skills, organisational skills, information management, people management, conflict resolution, asset control, presentation skills, problem solving and interpersonal relations.

**KEY PERFORMANCE AREAS:** •Manage the implementation of Invasive Alien Species within the Region •Manage the provision of technical advice on operations •Conduct monitoring and evaluation of projects (manage site inspections) and liaise with relevant stakeholders, land owners/users •Ensure environmental information management and reporting •Perform and manage administrative, financial and other related support functions.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Ms Z. Linda, tel. 033 264 6348.

### ASSISTANT DIRECTOR: REGULATION SERVICES (7 POSTS)
**SALARY: R376 596 p.a. | SALARY LEVEL: 9 | DISTRICTS: UGu; Zululand; Harry Gwala; King Cetshwayo; uMzinyathi; Amajuba; and uThukela**
**REFERENCE NO.: ASD-REG SERV 10/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY. THIS ADVERT IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL.**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Economics or National diploma in Business Management as recognised by SAQA coupled with a minimum of 3 to 5 years administrative work experience •Practical working experience within the field of Local Economic Development, Informal Economy Development, Co-operative and SMME Support and Businesses Licensing processes would be an advantage •Computer literacy and a valid driver's licence is a prerequisite

**COMPETENCES NEEDED:** •Detailed knowledge and understanding of Business Legislations and Policies applicable to the Business Regulations sector, such as the Businesses Act of 1991, KZN Informal Economy Policy, the Municipal Systems Act, Town Planning and Development Legislations, the National Small Business Act, Policy formulation, policy analysis and interpretation of policy and statute and legislative processes as well as Public Service reporting procedures and work environment •Broad knowledge of the Department's Strategic plan •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act, Service Delivery Frameworks (Batho Pele), HR matters and relevant statutory provisions •Principles, change management, people management and empowerment •Ability to communicate at all levels with relevant stakeholders, including: Provincial and National Departments, Senior Management, Private Sector Organisations, Public Entities, Municipalities, Non-Governmental organisations, Academic Institutions and General Public. The successful candidates should demonstrate excellent skills in: •Research •Analytical thinking •Public relations •Presentation skills •Planning and organising skills •Report writing •Written and verbal communication skills •Interpersonal skills •Computer literacy •Conflict management •Project management •Facilitation skills •Coaching and mentoring skills and driving skills.

**KEY PERFORMANCE AREAS:** •Implement policies and strategies aimed at administering trade (formal and informal) with the District •Provide technical advice on the development or implementation of the by-law to Districts and Local Municipalities •Facilitate the implementation of the Businesses Act and Informal Economy Policy to all municipalities within the district •Coordinate actions related to the promulgation of the trade laws that forms the basis for the establishment of by-laws to be implemented by Municipalities •Implement strategies designed to support Municipalities in terms of issuing business licenses.

**ENQUIRIES:** Mr S. Ngubane, tel. 033 264 2830.

### ASSISTANT DIRECTOR: COMPLAINTS HANDLING: CONSUMER PROTECTION SERVICES (3 POSTS)
**SALARY: R376 596 p.a. | SALARY LEVEL: 9 | DISTRICTS: UMkhanyakude; Zululand; and UGu | REFERENCE NO.: ASD-CONS COMP 11/DEC 2019**

**THIS POST IS BEING RE-ADVERTISED; CANDIDATES WHO APPLIED PREVIOUSLY MAY RE-APPLY.**

**REQUIREMENTS:** •An appropriate Bachelor's degree or equivalent qualification in the field of Law coupled with three to five years administrative/supervisory experience and practical work experience in Alternative Dispute Resolution (ADR), Consumer Protection Services, Investigations •A valid driver's licence •An LLB qualification will serve as an advantage.

**COMPETENCES NEEDED:** •Knowledge and understanding of Consumer Protection legislations (National and Provincial), Consumer Protection Laws, the National Credit Act; the Competition Commission Act, the Access to Information Act, Consumer Protection Bill and Constitutions •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act, Service Delivery Frameworks (Batho Pele), Public Service reporting procedures and work environment, HR matters and relevant statutory provisions, including Batho-Pele Principles •Change management, people management and empowerment. The successful candidates should demonstrate excellent skills in: •Analytical thinking •Planning and organising •Good interpersonal relations •Time management •Diplomacy •Priority setting •Development and facilitation •Presentation skills •Computer literacy •Project management •Good written and verbal communication •Ability to manage concurrent and multiple tasks •Conflict management •Financial management skills •Administrative skills •Research, coordination and basic driving.

**KEY PERFORMANCE AREAS:** •Handling of consumer complaints, conduct research, investigations and analysis of complaints received in the district •Ensure proper implementation of administrative services for complaints handling •Ensure and maintain partnerships with service providers and industry regulators •Provide advice and guidance and input to policy.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Mr T. Selepe, tel. 033 264 2824.

### ASSISTANT DIRECTOR: POLICY AND PLANNING (2 POSTS)
**SALARY: R470 040 p.a. | SALARY LEVEL: 10 | REFERENCE NO.: AD-POL PLAN 12/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Economics or any specialised Economics field, such as Finance, Econometrics, Mining, Quantitative, Agriculture, Transport, International and Natural Resources at NQF Level 6/7 as recognised by SAQA •A minimum of three years administrative experience in economic analysis and research •A valid driver's licence.

**COMPETENCIES NEEDED:** •Detailed knowledge and understanding of the South African and KwaZulu-Natal economy coupled with thorough understanding of basic macroeconomic principles and economic indicators •Knowledge of local economic development and policy analysis and strategy formulation •Knowledge of: Global economy and its implication to the local economy, stakeholder management and partnership development, economic research, quantitative and qualitative research, National Development Plan (NDP), National Spatial Development Perspective (NSDP), Provincial Growth and Development Strategy (PGDS), Industrial Policy Action Plan (IPAP) •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act and Service Delivery Frameworks (Batho Pele). The successful candidates should demonstrate excellent skills in: •Policy development, data simulation, data analysis and presentation, working knowledge of statistics, computer literacy (Advanced Excel), people management skills and quantitative/statistical analysis skills •Good report writing •Strategic management •Interpersonal relations •Time management •Internal and external stakeholder coordination •Planning and organising •Research, presentation and project management skills •Ability to interact with people at all levels and sound stakeholder relations •Analytical and innovative thinking •Advanced verbal communication and ability to present in front of an audience.

**KEY PERFORMANCE AREAS:** •Provide the collation and dissemination of economic information to provincial stakeholders •Undertake periodic analyses of macroeconomic developments that have a bearing on the provincial economy •Provide technical support in the development of provincial economic policies and strategy •Provide capacity building support to assist economic decision making in the Municipality • Manage human, asset and financial resources of the Sub-Directorate.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Mr C. Hamadziripi, tel. 033 264 2781

### ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT
**SALARY: R444 693 p.a. | SALARY LEVEL: 10 | REFERENCE NO.: AD-RES & DEV 13/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree in Economics or related field at NQF Level 6/7 as recognised by SAQA •A minimum of three years administrative experience in economic analysis and research •A valid driver's licence.

**COMPETENCIES NEEDED:** •Detailed knowledge and understanding of the South African and KwaZulu-Natal economy coupled with thorough understanding of basic macroeconomic principles and economic indicators •Knowledge of local economic development and policy analysis and strategy formulation •Knowledge of: Global economy and its implication to the local economy, stakeholder management and partnership development, economic research, quantitative and qualitative research, National Development Plan (NDP), National Spatial Development Perspective (NSDP), Provincial Growth and Development Strategy (PGDS), Industrial Policy Action Plan (IPAP) •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act and Service Delivery Frameworks (Batho Pele). The successful candidate should demonstrate excellent skills in: •Policy development, data simulation, data analysis and presentation, working knowledge of statistics, computer literacy (Advanced Excel), people management skills and| quantitative/statistical analysis skills •Good report writing •Strategic management •Interpersonal relations •Time management •Internal and external stakeholder coordination •Planning and organising •Research, presentation and project management skills •Ability to interact with people at all levels and sound stakeholder relations •Analytical and innovative thinking •Advanced verbal communication and ability to present in front of an audience.

**KEY RESPONSIBILITIES:** •Participate in the development of the departmental research agenda •Conduct economic research to inform the development of effective interventions, policies and strategies in the province •Undertake periodic reviews of economic developments that have a bearing on the provincial economy •Facilitate the promotion of innovation in the province •Coordinate the departmental research promotion platforms.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Dr G. Mutasa, tel. 033 264 2874

### ASSISTANT DIRECTOR: ASSET MANAGEMENT AND DISPOSAL
**SALARY: R376 596 p.a. | SALARY LEVEL: 09 | REFERENCE NO.: AD ASSET 14 /DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree/3-year National diploma in Finance/Commerce at NQF Level 6/7 as recognised by SAQA •A minimum of 3 to 5 years administrative experience within the field of Asset Management and Disposal •A valid driver's licence.

**COMPETENCES NEEDED:** •Broad working knowledge of the Hardcat system in particular the purchasing model or any other electronic asset management system •Working knowledge of Asset Management Frameworks and the various Practice Notes issued by the Provincial and National Treasury, Generally Recognised Accounting Practices (GRAP), BAS and loss control processes •Working knowledge of SCM legislative framework and processes as well as asset reform processes •Good working knowledge of the asset management reporting requirements •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the Public Service Act, PFMA, Treasury Regulations, PPPFA, Public Service Regulations, the Labour Relations Act, the Occupational Health and Safety Act, the Basic Conditions of Employment Act, the Skills Development Act, Service Delivery Frameworks •Knowledge and experience in conducting asset verifications and performing monthly reconciliations between BAS and Hardcat •Good working knowledge and understanding of Provincial SCOA and processing of journal adjustments. The successful candidates should demonstrate excellent skills in: •Computer literacy •Planning and organising skills •Problem-solving and analysing skills •Interpersonal skills •Presentation skills •Communication skills •Report-writing skills • Time management •Project management.

**KEY PERFORMANCE AREAS:** •Ensure implementation of the asset management strategy •Ensure implementation of the cost benefit analysis exercise and evaluate the life of departmental assets •Monitor and evaluate the economic life span of assets •Coordinate the execution of asset and loss control activities • Manage human, asset and financial resources of the component.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** MR S.J. Wust, tel. 033 264 2614.

### ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)
**SALARY: R376 596 p.a. | SALARY LEVEL: 09 | REFERENCE NO: AD SCM-DEM 15/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree/3-year National diploma in Public Management/Public Administration/Logistics Management/Supply Chain Management/Cost and Management Accounting at (NQF Level 6/7) as recognised by SAQA •A minimum of 3 to 5 years administrative experience in Supply Chain Management •A valid driver's licence.

**COMPETENCES NEEDED:** •Good working knowledge of the Supply Chain Management processes •Knowledge and understanding of the regulatory framework for the Public Service, e.g. Preferential Procurement Policy Framework Act and Regulations, Broad-Based Black Economic Empowerment Act (BBBEE), 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 and Service Delivery Frameworks •Good working knowledge of financial and administrative experience. **The successful candidate should demonstrate excellent skills in:** •Computer literacy• Planning and organising skills •Problem-solving and analysis skills •Interpersonal skills •Presentation skills •Communication skills •Report-writing skills • Time management • Project management •Business planning •Ability to work within tight time constraints and work independently •Proficiency in chairing meetings.

**KEY PERFORMANCE AREAS:** •Facilitate the development of the Annual Procurement Plan for the Department •Ensure the processing of requisitions •Facilitate the review of the Procurement Plan •Provide the accurate technical specification for goods and services and attend planning and site meetings for events •Manage human, asset and financial resources of the sub-component.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Ms D. Raichund, tel: 033 264 2652.

### ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (COMPLIANCE AND PERFORMANCE)
**SALARY: R376 596 p.a. | SALARY LEVEL: 09 | REFERENCE NO.: AD-SCM COMPL 16/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree/3-year National diploma in Public Management/Public Administration/Logistics Management/Supply Chain Management/Cost and Management Accounting at (NQF Level 6/7) as recognised by SAQA •A minimum of 3 to 5 years administrative experience in Supply Chain Management •A valid driver's licence.

**COMPETENCES NEEDED:** •Good working knowledge of the Supply Chain Management processes •Knowledge and understanding of the regulatory framework for the Public Service, e.g. Preferential Procurement Policy Framework Act and Regulations, Broad-Based Black Economic Empowerment Act (BBBEE), 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 and Service Delivery Frameworks •Good working knowledge of financial and administrative experience. **The successful candidate should demonstrate excellent skills in:** •Computer literacy• Planning and organising skills •Problem-solving and analysis skills •Interpersonal skills •Presentation skills •Communication skills •Report-writing skills • Time management • Project management •Business planning and the ability to work under pressure •Proficiency in chairing meetings.

**KEY PERFORMANCE AREAS:** •Monitor compliance and reporting of all Supply Chain Management processes and management of Transversal Contracts •Facilitate and coordinate the sourcing of strategy, market analysis and selection of suppliers •Coordinate and conduct training on all existing SCM policies and regulations •Manage human, asset and financial resources of the sub-component.

**NOTE: Candidates must attach academic records.**

**ENQUIRIES:** Ms D. Raichund, tel: 033 264 2652.

### ASSISTANT DIRECTOR: TELECOMMUNICATIONS
**SALARY: R376 596 p.a. | SALARY LEVEL: 9 | REFERENCE NO.: ASD-TELECOM 17/DEC 2019**

**REQUIREMENTS:** •An appropriate Bachelor's degree/Three-year National diploma in Business Management/Business Informatics/Business Administration at NQF Level 6/7 as recognised by SAQA •A minimum of 3 to 5 years administrative work experience in telecommunications •A valid driver's licence.

**COMPETENCES NEEDED:** •Thorough knowledge of telecommunications facilities, systems, networks and facilities •Good knowledge of various types of telecommunications' equipment and services available for utilisation by the department •Thorough knowledge of Telecommunication policies and management of Service Level Agreements •Knowledge and understanding of the regulatory framework for the Public Service, e.g. the 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 (Batho Pele) Principles, change management, people management and empowerment •Ability to communicate at all levels with