



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPNG/20240404/1707
Advert Reference Number:	DTP017/04/24
Job Title:	Manager CCA (Customs Controlled Area) Operations
Job Level:	Paterson D2
Vacancy Type:	External
Salary:	R757,200 to R1,135,800 Total Cost to Company. Cellphone allowance of R1,189 per month. Non-guaranteed performance bonus. 22 Working days leave per annum
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Investments
Number Of Posts:	1

#### Duties/Responsibilities:

To manage the implementation of the Customs Controlled Areas, designation of the new Customs Controlled Areas, as well as the development and implementation of the Dube TradePort Bonded warehouse.

**Customs Controlled Area Operations**  
 Manage the implementation of the relevant CCA policies and procedures, by:  
 Implementing all customs related policies, procedures and gate controls regulations.  
 Developing, implementing and conducting periodic review of the Customs management Strategy.  
 Provide input on the implementation of security system with particular emphasis on goods tracking and logistics.  
 Review CCA SOP and manage compliance in line with the CCA rules and regulations.  
 Taking appropriate corrective action to mitigate risks.

Provide CCA enterprise support, by:  
 Assisting with the Training and advising investors on CCA operations and requirements.  
 Provide direction for coordinating regular meetings and forums with stakeholders.

Monitor access to the CCA, by:  
 Review and sign off custom documentation from investors and / or suppliers and/ or clearing agents.  
 Monitor that people entering and exiting the CCA sign relevant register and enter in accordance with customs control policy / procedures.  
 Monitor the Verification of goods and services by physical inspection and/or scanning of goods.  
 Confirm supporting documentation by verifying actual goods and services entering or exiting the CCA area in comparison to cleared documentation.  
 Investigate discrepancies to determine cause of discrepancy.  
 Notifying the SARS and the relevant law enforcement agencies in the event of illegal goods.

Safe guarding of assets, by:  
 Protecting DTPC assets, infrastructure and systems at the CCA office.

**CCA Designation**  
 Facilitate the designation of the Customs Control Area.

**Bonded Warehouse**  
 Manage the development and management of a bonded warehouse.

**CCA Compliance Monitoring and Reporting**  
 Record and report customs control activities, by:  
 Recording of verified goods and services cleared by the Customs Control Area (daily registers).  
 Preparing regular statistics of goods and services to management, SARS, investors and any other relevant stakeholders.  
 Preparing and submitting regular statutory CCA reports/returns.  
 Liaising with local SARS office on a regular basis to build relationships and partnerships to support and expedite the CCA function.  
 Co-operating with SARS during site inspections and audits.  
 Monitor CCAE compliance with the CCA legislation and CCA SOP.  
 Submit CCAE Declaration forms to SARS in line with the legislation.  
 Provide quarterly reports on CCA operations to Senior Manager SEZ Business and Investor support.

**People Management**  
 Manage and motivate staff to achieve maximum performance by training, mentoring & skills development.  
 Maintain Job Descriptions, Performance Agreements and Performance Assessments for staff.  
 Plan for and manage all recruitment needs for area of responsibility.  
 Create a working environment that contributes to improving staff morale and increasing productivity.  
 Provides leadership that demonstrates the values of DTPC.

#### Qualifications and Experience:

Degree or equivalent in Economics, Finance or similar qualification.  
6 - 8 years' experience in customs administration environment.  
5 years' experience at a supervisory or middle management level.  
Code EB Driver's License.  
Computer Literacy (Ms Office: Word, PowerPoint, Excel).

#### Essential Knowledge, Skills and Competencies Required:

Knowledge and experience in financial planning.  
Knowledge and understanding of Public Financial Management Act.  
Knowledge of corporate governance principles.  
Knowledge of risk management concepts, frameworks and methodology  
Knowledge of financial management and investment packaging.  
Knowledge of Fraud prevention strategies.  
Knowledge of relevant legislation, e.g. SEZ Act, Income Tax Act, Customs legislations, Labour, Visa legislations and other relevant legislations

#### Additional Information

Analysis and problem solving, Judgement and decision making, Systematic thinking, Self-confidence, Organisational commitment, Integrity, Reliability, Facilitating teamwork, Written and oral communication, Interpersonal sensitivity, Planning and Decisiveness

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 26 Apr 2024

Disclaimer

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.