



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20241129/2508
Advert Reference Number:	DD-ADMIN SUPPORT 01/NOV 2024
Job Title:	Deputy Director: Administrative Support and Co-ordination
Job Level:	11
Vacancy Type:	Internal & External
Salary:	R 849 702.00 Per Annum
Department:	KZN ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

Duties/Responsibilities:

Coordinate administrative support service in the MEC's Office. . Ensure efficient and effective utilization of registry services in the MEC's office. .Analyse and ensure the implementation of policies, strategies, and legislations related to office management services in the MEC's Office. .Manage human and financial resources of the components.

Qualifications and Experience:

An appropriate Bachelor's Degree/ Three-year National Diploma in Management/Public Management /Public Administration/ Business Management/Business Administration or other equivalent relevant qualification at NQF level 6/7 as recognized by SAQA. .A minimum of three years of Junior Management (Assistant Director level) experience in Executive Management Support/ Political or Executive office experience. .A valid driver's licence.

Essential Knowledge, Skills and Competencies Required:

The ideal candidate should have extensive experience in administrative support. Candidates must be familiar with document management methodologies and relevant government structures. Good understanding of the Acts, regulations, practice notes, and procedures related to administration, finance, asset management, and human resource management. Good working knowledge of Business/Office Admin Services (Document Management, Submissions, and Report writing). Coordinate travel (domestic and international) and meetings. . Good understanding of Public Service regulatory environment 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, policies, and procedures, and MISS Act. Understanding the functions of national, provincial, and local government; fundamental economics; the structure and functioning of the department; parliamentary protocol processes; linkages with government clusters; and departmental standards and regulations. . Understanding of government's medium-term strategic frameworks . Proven ability to communicate at all government levels and across various structures and spheres - Local, Provincial, and National including the Private Sector Organizations . Good knowledge of MS Word, MS Excel, and MS PowerPoint. Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising, and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision-making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure and meet tight deadlines while delivering excellent results. People orientated, and assertive. Ability to work independently. Willing to adapt work schedule to professional requirements. Willing to work prolonged and/or abnormal hours, and able to maintain high levels of confidentiality. Must have the ability to interpret relevant directives.

Additional Information

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT

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

Closing Date : 13 Dec 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.