



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260915/4657
Advert Reference Number:	DTP005/2026
Job Title:	Executive Corporate Services
Job Level:	Paterson Grade E4
Vacancy Type:	Internal & External
Salary:	Minimum R2,233,000 and Maximum R3,349,600 Total Cost to Company
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Office of the CEO
Number Of Posts:	1

Duties/Responsibilities:

Purpose:

To lead and direct the provision of Human Resources, ICTG, Marketing & Communications, Health and Safety, Corporate Social Investment, Information Management and Fleet, Travel and Office Management support services within DTPC.

Key Performance Areas:

- Strategic Leadership to Corporate Services
- Strategic Talent Management
- Strategic Human Resources Management
- Strategic Internal Communication Strategy
- Health and Safety Strategy
- Corporate Support Services
- Corporate Social Investment Strategy
- Broad Based Black Economic Empowerment
- Information Communication Technology and Governance Strategy
- Brand, Marketing and Communications Strategy
- Strategic Employee Engagement
- Corporate Services Budget and Expenditure
- Stakeholder Management
- Compliance and Risk Management
- People Management / Executive and Leadership Coaching

Qualifications and Experience:

- Post graduate degree in Business Leadership, Human Resources, Information Systems or related field
- Masters in Business Administration or relevant Masters degree preferred
- A minimum of 10 - 15 years' relevant experience of which 8 years relevant experience at executive management level. Preferably in a Corporate Services environment.
- Code EB Driver's License

Essential Knowledge, Skills and Competencies Required:

- Knowledge and experience in financial planning and forecasting
- Knowledge and understanding of Public Financial Management Act
- Knowledge of corporate governance principals
- Knowledge of legislative compliance
- Practical knowledge and understanding of performance management systems development and implementation
- Knowledge of HR administration, strategy and HR related policy and legislation
- Knowledge and understanding of HR talent management practices, corporate culture, training and development, employee wellness, change management and organisational development
- Knowledge of Corporate Communication Policy, Social Media Policy, Corporate Investment Policy
- Knowledge of the Airline Services Related matters
- Strategic thinking, Judgement and decision making, Building a vision, Industry awareness, Stress tolerance, Self-awareness, Integrity, Organisational commitment, Communicating the vision, Managing conflict, Managing change, Effective delegation, Written communication, Oral communication, Impact and credibility, Networking, Developing relationships, Planning, organizing and prioritizing, Decisiveness, Results focused, Customer focused, Technical and professional knowledge and skills.

Additional Information

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 : 28 Sep 2026

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.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.