



Chief Directorate: Inter-Governmental Relations and Director-General's Support

DIRECTOR: CO-OPERATIVE GOVERNANCE

Salary Level 13: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Senior Management Services)
 Centre: Pietermaritzburg | Ref. No.: 024310/03/21

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration/Social Sciences or any other relevant equivalent qualification •5 years relevant experience at middle management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: • In-depth knowledge of the new management framework •In-depth knowledge of Inter-Governmental policies and circulars •Public Service Act and its Regulations •Research method •Knowledge of Act 108 of 1996 (i.e. the Constitution) and other legislation relating to Inter-Governmental Relations (IGR) •Local Government Act •Objectives of the Public Service Management Framework •Well-developed verbal and written communication skills •Strong leadership skills •Project Management skills •Good interpersonal relations skills •Problem solving skills •Presentation skills • Self-discipline and the ability to work under pressure with minimum supervision •Leadership qualities •Project leadership skills •People management skills •Events management and facilitation skills •Computer literacy.

Key Responsibilities: •Manage the provision of IGR to support the Director-General and Premier •Facilitate interdepartmental co-operation through co-ordination of the Provincial IGR Forum, Interprovincial Forum and the combined technical cluster •Manage the development of policies and strategies aimed at enhancing IGR in provincial administration •Provide strategic support to enhance co-operative governance through IGR tools and processes •Ensure performance of Councils chaired by the Premier •Manage Inter-governmental dispute resolution •Manage resources of the Directorate.

Enquiries: Mr L. T. Mbambo, tel. 031 327 9365.

Chief Directorate: Priority Programmes

DIRECTOR: COMMUNITY PARTNERSHIPS AND MORAL REGENERATION MOVEMENT

Salary Level 13: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Senior Management Services)
 Centre: Pietermaritzburg | Ref. No.: 023100/03/21

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Management/Community Development or any other relevant equivalent qualification •5 years relevant experience at middle management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: • Working knowledge of departmental policies and circulars •Knowledge of the Public Service Act and its Regulations •Labour Relations Act •Ability to work independently •Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy Development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic planning •Motivational skills •Human Resource Management capabilities •Strong leadership and influential skills.

Key Responsibilities: •Co-ordinate the Presidential, Premier's and Sectorial Izimbizo •Manage the development of strategies aimed at improving community involvement in governance •Co-ordinate and promote Social Cohesion and Moral Regeneration Programmes •Work with key stakeholders in various Municipal Districts in deepening public participation •Manage resources of the Directorate.

Enquiries: Mr S. Nzimande, tel. 033 341 4766.

Chief Directorate: Strategic Human Resource Management

DIRECTOR: HUMAN RESOURCE SUPPORT

Salary Level 13: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Senior Management Services)
 Centre: Pietermaritzburg | Ref. No.: 026100/03/21

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/Development or Public Administration/ Management or any other relevant equivalent qualification •5 years relevant experience at middle management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: •Sound knowledge of legislative framework governing Human Resource Management/Development, including Skills Development and the SAQA Act •Education, training and development practices •Outcome Based Education and Training •Knowledge of assessing and moderating •Organisational learning and knowledge management •Organisational, development and change management •Skills Development Amendment Act •NQF Act •Working knowledge of departmental policies and circulars •Knowledge of the Public Service Act and its Regulations •Labour Relations Act •Ability to work independently •Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy Development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic planning •Motivational skills •Human Resource Management capabilities •Strong leadership and influential skills.

Key Responsibilities: •Manage the provision of human resource planning, policy development and performance management •Manage the implementation process of the Human Resource Plan •Manage human resource administration services •Ensure full compliance and implementation of circulars and collective agreements •Manage human resource development and performance management •Manage the human resource strategies and systems •Manage resources of the Directorate.

Enquiries: Mr F.M.A. Safa, tel. 033 328 1702.

Chief Directorate: Security Services

DIRECTOR: SECURITY RISK MANAGEMENT AND VETTING

Salary Level 13: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Senior Management Services)
 Centre: Pietermaritzburg | Ref. No.: 026410/03/21

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Security Management/Security Risk Management or any relevant equivalent qualification •5 years relevant experience at middle management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: •Sound knowledge of the National Strategic Intelligence Act and the National Key Points Act •Working Knowledge of departmental policies and circulars •Knowledge of the Public Service Act and its Regulations •Labour Relations Act •Security and Counter-Intelligence Act •Investigation methods and skills •Ability to work independently •Public Finance Management Act •Basic Conditions of Employment Act •Interpretation of statutes •Administrative Law •Employment Equity Act •Batho Pele Principles •Policy Development •International Relations •Communication skills •Project and Programme management •Chairing of meetings •Analytical thinking •Strategic planning •Motivational skills •Human Resource Management capabilities •Strong leadership and influential skills.

Key Responsibilities: •Develop and manage security and risk management •Provide vetting services for the Province •Co-ordinate initiative on instability Rapid Response services •Manage the upkeep and maintenance of high standards of Premier's mobility means •Manage the development and implementation of policies •Manage resources of the Directorate.

Enquiries: Mr C.B. Mkhize, tel. 033 341 4799.

Chief Directorate: Integrity Management and Forensic Investigations

DIRECTOR: SERVICE DELIVERY COMPLAINTS MANAGEMENT

Salary Level 13: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Senior Management Services)
 Centre: Pietermaritzburg | Ref. No.: 024120 /03/21

Requirements: •An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration/ Public Relations Management or any relevant equivalent qualification •5 years experience at middle management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: •Objectives of the Public service management framework •Analytical thinking •Research method •Project management •Planning and organising •Strategic planning •Analytical decision making •Ability to solve problems •People management skills •Leadership skills •Ability to resolve conflict •Report writing skills •Strategic planning •Facilitation skills •Computer literacy •Knowledge and appliance of Batho Pele Principles •Communication skills.

Key Responsibilities: •Manage citizen's complaints on poor service delivery in the Province •Monitor and maintain a good relationship between Public Liaison Network and the public •Co-ordinate the development and implementation of policies •Co-ordinate and maintain the functionality of the Premier's hotline •Manage resources of the Directorate.

Enquiries: Ms J. Naidoo, tel. 033 897 4213.

Chief Directorate: Provincial Government Communications | Directorate: Corporate Communication

DEPUTY DIRECTOR: BRANDING AND MARKETING

Salary Level 11: R733 257 - R863 748 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Middle Management Services)
 Centre: Pietermaritzburg | Ref. No.: 024521/03/21

Requirements: •An appropriate recognised degree/National diploma in Journalism, Communication, Public Relations or Marketing •3 to 5 years experience in a Journalism, Communications, Marketing or Public Relations environment with proven experience in communication, digital and social media at a junior management level •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: •Republic of South Africa's Constitution •Government Communications Policy •National Communication Strategy Framework •Copyright Act •Promotion of Access to Information Act •Public Service Act and its Regulations •Language skills •Listening skills •Presentation skills •Analytical thinking •Interpersonal relations •Computer skills •Organisational skills •Research skills •Leadership skills •Time management •Report writing skills •Problem solving skills •Communication skills •Decision making •Facilitation skills.

Key Responsibilities: •Ensure and enforce a consistent brand identity for the KZN Government •Deliver a wide range of branding marketing and digital marketing projects •Provide strategic communication support •Design, build and maintain the Office of the Premier's social media presence, in line with corporate policies and manage social media platforms •Conduct research on Social Media platforms on topical areas relevant to the KZN Government •Responsible for social/digital media (uploading information, creating content, monitoring, rapid response and community management as well as running online campaigns) •Stakeholder management •Co-ordinate Provincial Social media campaigns •Manage resources of the Sub-Directorate.

Enquiries: Mr T.C Ngidi, tel. 033 341 4707.

Chief Directorate: Provincial Government Communications | Directorate: Premier's Communication

DEPUTY DIRECTOR: MEDIA LIAISON AND MONITORING

Salary Level 11: R733 257 - R863 748 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Middle Management Services)
 Centre: Pietermaritzburg | Ref. No.: 024522/03/21

Requirements: •An appropriate recognised degree/National diploma in Public Relations, Communication or Journalism •3 to 5 years relevant junior management experience •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: •Republic of South Africa's Constitution •Public Service Act and its Regulations •Public participation •Service Delivery frameworks •Provincial Growth and Development Plan •Protocol Manual of South Africa •Communication policies •Language skills •Listening skills •Presentation skills •Analytical thinking •Interpersonal relations •Computer skills •Organisational skills •Leadership skills •Financial Management skills •Time management •Report writing skills •Problem solving skills •Communication skills •Conflict management •Self-discipline and ability to work under pressure with minimum supervision •Project management skills •People management skills •Decision making •Ability to interpret policies •Planning and problem solving •Diversity management •Policy development •Event management •Communications campaigns •Media relations.

Key Responsibilities: •Co-ordinate media coverage through media briefings, media tours and media conferences •Manage the preparation and issuing of press releases •Facilitate a solid networking relationship with stakeholders •Engage with members of the media during events and enhance the media's coverage at Provincial Government Programmes •Manage resources of the Sub-directorate.

Enquiries: Mr T.C. Ngidi, tel. 033 341 4707.

Chief Directorate: Financial Management Services | Directorate: Financial Accounting

ASSISTANT DIRECTOR: BAS SYSTEM CONTROLLER

Salary Level 9: R376 596 - R443 601 per annum | Centre: Pietermaritzburg | Ref. No.: 022047/03/21

Requirements: •A relevant 3-year Bachelor's degree coupled with a minimum of 5 years relevant experience in a Financial Accounting environment •The incumbent must have worked at a Helpdesk, assisting and resolving end-user problems •Working knowledge of PERSAL, BAS and transversal systems •Knowledge of Suspense Accounts and the clearing thereof •Ability to communicate with departmental officials at all levels (both external and internal) •Team player with effective communication skills •Computer literacy (MS Word, Excel, PowerPoint and Outlook) •Multi-tasking abilities •A valid driver's licence. **Note:** Applicants may be subjected to a practical computer test.

Knowledge and Skills: Proven knowledge and understanding of: •Sound working knowledge and understanding of the Public Finance Management Act (PFMA) •Treasury Regulations •Practice Notes and Policies •Public Service Regulatory Framework (PSRF) •National Treasury guideline documents •Computer literacy (MS Word and Excel; Basic Accounting System (BAS); and PERSAL) •Government processes •Research and analytical skills •Self-motivated and ability to work independently towards predetermined deadlines •Ability to interpret and apply policies and procedures •Financial management •Understanding the interface process from PERSAL to BAS •Problem solving skills •Ability to work under pressure •Leadership skills •Numeric and literacy skills •Conflict resolution •Good interpersonal communication skills •Planning and organising •Presentation skills •Maintain discipline and be a good team player.

Key Responsibilities: •Render a centralised BAS System Controller service to the Department •Maintain and control the Financial System for the Department •Control and monitor movement in the trial balance accounts •Prepare for reporting requirements •Supervise delegated duties to the Assistant BAS System Controller •Undertake and assist in various ad-hoc exercises.

Enquiries: Miss R. Govender, tel. 033 341 3402.

Chief Directorate: Financial Management Services | Directorate: Management Accounting

STATE ACCOUNTANT: FINANCIAL PLANNING

Salary Level 8: R316 791 - R373 167 per annum | Centre: Pietermaritzburg | Ref. No.: 022051/03/21

Requirements: •Applicants should be in possession of a relevant 3-year Bachelor's degree/National diploma in Finance/Accounting/Economics or equivalent qualification with 2 years relevant financial experience, of which 1 year must have been in a Management Accounting environment •Credible, proven Government financial planning and budgeting experience •A valid driver's licence. **Note:** Candidates will be subjected to a competency test. Only candidates who pass the competency test will be interviewed.

Knowledge and Skills: Proven knowledge and understanding of: •Working knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Provincial Treasury practice notes, Public Service Act and its regulations •Extensive knowledge of the Financial Planning and Reporting cycle, including the Medium Term Expenditure Framework (MTEF) and the Strategic Planning Processes •Effective decision making and negotiation skills •The ideal candidate should be an analytical, organised and perceptive person with excellent communication skills (written and verbal) •Demonstrate extensive computer literacy skills •Ability to multi-task and work under pressure •An innovative thinker, good problem solver and a team player •Honesty, integrity and assertiveness, balanced with diplomacy and leadership abilities are essential qualities.

Key Responsibilities: •Assist with the financial planning services to the department •Provide financial input for the Departmental Strategic Planning Process •Provide training to the department in respect of financial management •Assist the Assistant Director with the compilation of the Annual Report.

Enquiries: Mr H. Singh, tel. 033 341 3403.

Chief Directorate: Monitoring and Evaluation | Directorate: Monitoring and Evaluation Programmes

ADMINISTRATIVE OFFICER

Salary Level 7: R257 508 - R323 339 per annum | Centre: Pietermaritzburg | Ref. No.: 025210/03/21

Requirements: •An appropriate recognised degree/diploma in Public Administration/ Office Administration or relevant tertiary qualification •3 to 5 years experience in various administrative functions •Computer literacy •A valid driver's licence.

Knowledge and Skills: Proven knowledge and understanding of: The Public Service Act and its Regulations •Language skills •Presentation skills •Analytical thinking •Interpersonal relations •Computer skills •Strategic planning skills •Organisational skills •Research skills •Analytical skills •Leadership skills •Time management •Report writing skills •Problem solving skills •Communication skills •Conflict management skills •Project management skills •Decision making skills.

Key Responsibilities: •Coordinate, oversee and/or administer the procurement of goods and services and assets management •Administer the Unit's budget •Provide administrative support services •Provide registry services to the Chief Directorate •Organise logistical arrangements for the Chief Directorate management meetings, strategic planning sessions, presentations and training workshops •Transcribe information from documents to monitoring and evaluation electronic database •Attend to monitoring and evaluation data related queries.

Enquiries: Dr N.I. Ndlovu, tel. 033 341 3472.

NB: All shortlisted candidates will be subjected to pre-employment screening/vetting and may be subjected to a technical exercise that intends to test the relevant technical elements of the job. The logistics of this technical exercise 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 as prescribed by the DPSA for all positions at SMS Level.

Candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG), prior to their appointment. The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme/>

All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with the National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.

Directions to applicants: Applications must be submitted on a prescribed new Z83 application form, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications (including Matric), RSA ID and a valid unendorsed driver's licence, proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of such applications. Late applications will not be accepted. **Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.** If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The Provincial Government reserves the right not to make an appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

Applications must be **posted** to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or **hand-delivered** to: The Director: Human Resource Support, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms B.P. Cindi or **mailed** to: recruitment@kznpremier.gov.za

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity in terms of race, gender and disability. Suitably qualified female candidates and candidates with disabilities will therefore be given preference.

CLOSING DATE: 02 APRIL 2021

