

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF SPORT AND RECREATION**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representivity (race, gender and disability) in all occupational categories. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and women are especially encouraged to apply.

- APPLICATIONS** : Forward your applications: Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville: application vacancies box.
- FOR ATTENTION** : Mrs. T.N Shongwe
- CLOSING DATE** : 13 April 2018
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public service Department or the website www.dpsa.gov.za/documents/forms/employ.pdf) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including Senior Certificate, driver's license (where it is required), certified copy of ID document together with comprehensive curriculum vitae (detail managerial experience including year, month and day). Onus is on the candidate to obtain and submit their Foreign Qualification(s) for verification with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications. NB: Certification date must not be older than 3 months. 3 References. Faxed or emailed applications will not be considered. Candidates should not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant Post Reference number and the name of the publication in which they saw the advertisement. Candidates will be subjected to the security vetting process, signing of a performance agreement and an employment contract. Preferred SMS candidates will be subjected to a competency/ technical assessment and will have to disclose her/his financial interests. It is anticipated that a large volume of applications will be received; it is not possible for the Department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome. Applicants, who do not comply with the instructions indicated above, will be disqualified. NB :(these posts have been advertised previously. Candidates who applied previously must re-apply)

MANAGEMENT ECHELON

- POST 13/139** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SUPPORT SERVICES
REF NO: DSR42/2018**
- SALARY** : R1 127 334 per annum (All Inclusive Package) –Level: 14
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post Graduate qualification and/or completed articles will be an added advantage. A minimum of five (5) Years, Senior Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency tests. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, National and Provincial strategies, Computer operation / office automation, Management reporting, Code of conduct, Batho Pele Principles, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Sport and Recreation policies, Provincial Objectives and Various Municipalities Objects. Behavioral/Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management Human Resource Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Skills: Numeracy,

		Literacy, Operating equipment, Basic Language skill, Project management, Financial management, Diplomacy, Policy Development and analysis, Strategic planning.
<u>DUTIES</u>	:	Facilitate the development, management and review implementation of department-wide administration support services. Facilitate the development, management and review implementation of department-wide human resources support services, Facilitate the development, management and review implementation of department-wide legal support services, Facilitate the development, management and review implementation of department-wide communications management support services. Manage the rendering and management of the implementation of security support services in the department. Manage the effective and efficient utilization of resources.
<u>ENQUIRIES</u>	:	Mr NP Chonco – (033) 897 9450
<u>POST 13/140</u>	:	<u>DIRECTOR: STRATEGIC PROJECTS & HIGH PERFORMANCE SPORT REF NO: DSR43/2018</u>
<u>SALARY</u>	:	R948 174 per annum (All Inclusive Package) –Level: 13
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post Graduate qualification and/or completed articles will be an added advantage. A minimum of five (5) Years, Middle Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency tests. Competencies Required: Knowledge: Public Service Act And Regulations, PFMA, Facility Management, National and Provincial strategies, Computer operation / office automation, Management reporting, Departmental objectives, Code of conduct, Batho Pele Principles, Policy development and analysis, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Sport and Recreation policies, Provincial Objectives and Various Municipalities Objects. Behavioral/Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Skills: Numeracy, Literacy, Operating equipment, Language skill, Project management, Financial management, Diplomacy, Strategic planning.
<u>DUTIES</u>	:	Manage the coordination and implementation of strategic projects. Manage and coordinate sport and recreation special projects. Manage the coordination and implementation of higher performance sport support services. Manage the efficient and effective utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr. V. Balram (033) 897 9480
<u>POST 13/141</u>	:	<u>DIRECTOR: COMMUNITY SPORT PROMOTION AND DEVELOPMENT REF NO: DSR44/2018</u>
<u>SALARY</u>	:	R948 174 per annum (All Inclusive Package) - Salary Level: 13
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An Appropriate Three-year degree. 3-5 years middle management experience. Competencies Required: Knowledge: Public Service Act and Regulations; PFMA; National and Provincial strategies; Computer operation / office automation; Management reporting; Departmental objectives; Departmental business processes; Service Delivery and Service Level Agreements; Departmental Policies; Procurement/SCM Procedures; Sport and Recreation policies; Provincial Objectives and Various Municipalities Objectives. Behavioral/Essential Competencies: Strategic Capability and leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Services Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity. Skills: Numeracy; Literacy; operating equipment; Basic Language skill; Project management Financial management; Diplomacy; Strategic planning; Driving; Policy Development.

DUTIES : Manage the provision of community participation support services; Manage the provision of community sport talent identification campaigns; Manage the implementation of the sport and recreation transformation policy through provision of stakeholder management services; Manage the provision of strategic direction in the delivery of community sport promotion and development; Manage effective and efficient utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr. V Balram – (033) 8979480

POST 13/142 : **DIRECTOR: LEGAL SUPPORT SERVICES REF NO: DSR45/2018**

SALARY : R948 174 per annum (All Inclusive Package) –Level 13
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : LLB Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post Graduate qualification and/or completed articles will be an added advantage. A minimum of five (5) Years, Middle Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency tests. Competencies Required: Knowledge: Intergovernmental relations knowledge, Knowledge of public service act and regulations, PFMA, Batho pele principles, Code of conduct, Knowledge in Project Management, Labour law, Communication and protocol, Constitutional Law and legislation Security sector legislation, Civil and criminal procedure. Behavioral/Essential Competence: Strategic Capability and Leadership Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Skills: Financial Management, Excellent Written and verbal communication, Operating equipment, Basic Language skill, Project management, financial management, Diplomacy Strategic planning, Policy development, influencing skill. Negotiation.

DUTIES : Manage the development and provision of department-wide legal support services. Manage the development and provision of department-wide legal opinions support services. Manage the development and provision of department-wide legal draft or edit support services. Manage the development and provision of department-wide mitigation of litigation support services. Manage the effective and efficient and utilize resources.

ENQUIRIES : Mr NP Chonco (033) 897 9450

OTHER POSTS

POST 13/143 : **DEPUTY DIRECTOR: DISTRICT OPERATIONS MANAGERS (X 9)**
District Centre's Of Delivery

SALARY : R779 295 per annum (All Inclusive Package)- Level 12
CENTRE : Zululand:Ref No: DSR46/2018
Umkhanyakude: Ref No: DSR47/2018
King Cetswayo: Ref No: DSR48/2018
Umgungundlovu: Ref No: DSR49/2018
Harry Gwala: Ref No: DSR50/2018
Uthukela: Ref No: DSR51/2018
Amajuba: Ref No: DSR52/2018
Ugu: Ref No: DSR53/2018
Umzinyathi: Ref No: DSR54/2018

REQUIREMENTS : An appropriate 3 Year National Diploma/Degree in Sport/Recreation Management or equivalent qualification. 3-5 years junior managerial experience. Competencies Required: Knowledge: Computer operation / office automation Provincial Strategies, Management Reporting, Departmental Objectives /Strategic Plan, Departmental Business Processes, Service Delivery and Service Level Agreements, Departmental Policies / Government Policies & Regulations, Procurement/SCM Procedures, Sport and Recreation Policies, Public Service Act and Regulations, PFMA, PPPLA, BBBEE, Practice and Instruction Notes, Project Management. Skills: Communication (verbal and written), ability to multi-task, good organizing abilities, ability to work independently, problem solving, tact and diplomacy, facilitation, policy analysis and development, financial management, motivational, negotiation, computer

<u>DUTIES</u>	:	(info extraction, presentation and data capturing), conflict management, strategy management and policy formulation, labour relations, human resource management, good inter-personal relations and report writing.
	:	Manage the provision of sport promotion and development in the district centre of delivery. Manage the provision of recreation promotion and development in the district centre of delivery. Develop policies and strategies aimed at improving service delivery in the district. Coordinate all district events and projects. Coordinate the alignment of Sukumasakhe with Departmental programmes. Manage the effective and efficient utilization of resources.
<u>ENQUIRIES</u>	:	Mr V Balam- (033) 8979480
<u>POST 13/144</u>	:	<u>SUPPLY CHAIN OFFICER: LOGISTIC AND DISPOSAL REF NO: DSR55/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum –Level 07 Head Office: Pietermaritzburg Grade 12 plus relevant Diploma/ Degree. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental Policies, objectives and business processes, management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation , conflict management, strategy management and policy formulation, labour relations, programme management, report writing and financial management.
<u>DUTIES</u>	:	Undertake verification of assets. Oversee all domestic service contracts. Implement and maintain loss control policies and systems. Identify asset to be disposed. Assist with the development of subordinate staff.
<u>ENQUIRIES</u>	:	Mr MN Ngubane (033) 8979400
<u>POST 13/145</u>	:	<u>STATE ACCOUNTANT REF NO: DSR56/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum –Level: 07 Head Office: Pietermaritzburg Grade 12 plus three year Diploma/Degree in Finance or related field. Competences Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management Reporting, SCM Procedures, Financial Management, and Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy Analysis and Development, Motivational, Negotiation , Conflict Management, Strategy Management and Policy Formulation, Labour Relations, Programme Management, Report Writing, Financial Management.
<u>DUTIES</u>	:	Undertake expenditure management and control. Monitor monthly expenditure (Variance against the budget allocation. Analyze and clear suspense accounts. Maintain all interfaces (PERSAL, Transport etc.) Undertake revenue collection. Compile expenditure reports for presentation to the Portfolio committee.
<u>ENQUIRIES</u>	:	Mrs. S Chendriah - (031) 2421717
<u>POST 13/146</u>	:	<u>PERSONAL ASSISTANTS (X 8)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum –Level: 07 Head Office: Pietermaritzburg Legal Services Ref No: DSR57/2018 Communication Ref No: DSR58/2018 Corporate Services Ref No: DSR59/2018 Corporate Governance Ref No: DSR60/2018 Community Recreation Ref No: DSR61/2018 Organised Recreation Ref No: DSR62/2018 Facilities Ref No: DSR63/2018 SCM Ref No: DSR 64/2018
<u>REQUIREMENTS</u>	:	Grade 12 plus Secretariat Diploma. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA Departmental policies, objectives and business processes, Management reporting, SCM Procedures Human Resource Management.

		Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation , conflict management, strategy management and policy formulation, labour relations, programme management, report writing, financial management.
<u>DUTIES</u>	:	Provide administrative support services to the manager/general manager. Provide support to the manager regarding meetings. Provides a secretarial /receptionist support service to the manager/ general manager. Support the manager/general manager regarding meetings. Studies the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mrs. TN Shongwe – (031) 2421708
<u>POST 13/147</u>	:	<u>SUPPLY CHAIN OFFICER: LOGISTIC AND DISPOSAL REF NO: DSR65/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum - Level: 07 Head Office: Pietermaritzburg Grade 12 plus relevant 3 Year Diploma/ Degree. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental Policies, objectives and business processes, management reporting, SCM Procedures and policies, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation , conflict management, strategy management and policy formulation, labour relations, programme management, report writing and financial management.
<u>DUTIES</u>	:	Undertake verification of assets. Oversee all domestic service contracts. Implement and maintain loss control policies and systems. Identify asset to be disposed. Assist with the development of subordinate staff.
<u>ENQUIRIES</u>	:	Mr. MN Ngubane (033) 8979400
<u>POST 13/148</u>	:	<u>2 X SUPPLY CHAIN ADMIN CLERK: DEMAND REF NO: DSR66/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum –Level 05 Head Office: Pietermaritzburg Grade 12. 1-2 years' experience in the field of SCM. Relevant Degree or 3 Year Diploma will be an added advantage. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing, financial management.
<u>DUTIES</u>	:	Assist in the preparation of the departmental procurement plan. Update supplier information on the supplier database. Capture supplier performance information on the supplier database. Update the register of the projects and requisitions. Assist with the tender and quotation processes.
<u>ENQUIRIES</u>	:	Ms. KZ Kunene – (033) 8979400