

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the z83 and cv directly to the relevant department, or submitting a hardcopy application as directed below. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, for attention Ms Nondumiso Buthelezi / Mr Sipho Zangwa. Alternatively, applications can be delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application.
- CLOSING DATE** : 24 October 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Directions to candidates. The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. Shortlisted candidates may be required to undergo a competency test. "You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications. Please note that 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 to facilitate this. The filling of these posts will be guided by the Department's Employment Equity targets. Preferences: Administrative Officer post, African Male, Coloured Male and Indian Male as well as people with disabilities who meet the requirements. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes. NB: this post is being re-advertised, candidates who applied previously may re-apply. all the appointments will be made in accordance with the employment equity targets

of the department, which is African male, Coloured male, and Indian male. people with disabilities who meet the requirements are encouraged to apply. this post is only open to people residing in KwaZulu-Natal

OTHER POST

<u>POST 37/106</u>	:	<u>SCM PRACTITIONER: ASSET MANAGEMENT AND DISPOSAL REF NO: SCM PRAC: ASSET MNGT 01/SEPT 2025 (X 2 POSTS)</u> Business Unit: Asset Management
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 7)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Degree in Financial Management/Accounting/Cost and Management Accounting at NQF level 6/7 as recognized by SAQA coupled with 2 – 3 years' experience in the field of Asset Management and Disposal services A valid driver's License.
<u>DUTIES</u>	:	Key Performance Areas: Provide physical verification of assets in the department; Administer and maintain register on asset related issue orders; Administer monthly reconciliations of BAS to the Fixed Asset Register and to AFS (Annual Financial Statement); Maintain Asset Disposal Process, ensure HardCat system is timeously updated and all HardCat forms are accurately captured; and Supervision of staff Skills, Training And Competencies: The successful candidate must have a good working knowledge of Public Financial Management Act, Treasury Regulations, Asset Management Framework, Provincial Supply Chain Management Regulations and Practice Notes, Public Services Act and Regulations, Modified Cash based Standards (MCS), GRAP'S (General Recognized Accounting Practices), HardCat Management System and BAS. Knowledge of Supply Chain Management Frameworks such as Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge and understanding of the regulatory framework for the Public Service e.g. Labour Relations Act, Constitution of South Africa, Promotion of Access to Information Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles), Community Development Act, policies and strategies. Ability to communicate at all levels with relevant stakeholders. Skills: Communication skills (verbal and written), Computer Literacy (MS Word and Spreadsheets), Strong Analytical skills, Report Writing and Presentation skills, Planning and Organizing skills, Report writing and Presentation skills, Project Management skills, Good Interpersonal skills, problem solving skills, good listening skills, numeric skills, negotiation skills, research. Attributes: Team work, Integrity, honesty and trustworthy, patience, commitment, punctual and professionalism.
<u>ENQUIRIES</u>	:	Mr. Z Makhathini: Assistant Director: Asset Management: Tel No: 066 357 8256