



treasury

Department:

Treasury

PROVINCE OF KWAZULU-NATAL

**CHIEF DIRECTOR: CORPORATE SERVICES**

**REF NO: KZN PT19/42**

**SALARY: R 1251 183 p.a.**

**Purpose:** To provide corporate services to the HOD, the Accounting Officer and core business units within KZN Provincial Treasury.

**Requirement:** A 3 year NQF level 7 Degree in Public Administration/Public Management/Human Resources Management/Law/IT. A minimum of 5 years senior management experience in a corporate support services environment. A Valid driver's license and in the case of people with disabilities who are unable to personally drive, proof of the ability to meet work commitments is required.

**Key Responsibilities:** Ensure the provisioning of optimum human resources management and development services to the department. Ensure the provisioning of effective and efficient information technology management services. Ensure the provisioning of facilities management and general administration services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department.

**Knowledge, Skills and Competencies:** Knowledge of strategic planning. Public Service Act. Public Service Regulations. Public Finance Management Act. Treasury Regulations and Practice guidelines. Labour Relations Act. Access to Information Act. Employment Equity Act. Occupational Health and Safety Act. Skills Development Act. Basic Conditions of Employment Act. Public Service Coordination Bargaining Council's Resolutions. Delegated Authority and directives. Strategic management planning. Financial management. Project and programme management skills. Good inter-personal relations skills. Problem solving skills. Risk management skills. Change management skills. Presentation skills. Contract management. Self-disciplined and able to work under pressure with minimum supervision. **Licensed driver.** People management. Ability to work well within a team. Knowledge management. Conflict management. Client management. Verbal and written communication. Decision making, diplomacy. Analytical.

Please note that post responsibilities will change due to structural amendments to include Communication, Security & Risk Management as well as Institutional Development directorates.

**Applicants are encouraged not to submit registered applications as the department will not be held responsible for late and non collection of those applications.**

**Enquiries: Mr LS Magagula (033) 897 4307**

**Closing date: 27 September 2019**

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**Targeted: Females, and people with disabilities who meet the requirements.**

Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, together with originally certified copies of qualifications including an academic record for all relevant qualifications and a Matric certificate.

Kindly attach an originally certified copy of a Driver's licence if required and your ID. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current positions and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and a certificate for such must be attached.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office.

Where an applicant has lost a certificate, ID or driver's licence, proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. The department will conduct reference checks with the HR section of current and/ or previous employers apart from the referees listed.

Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Should you not hear from the department within 3 months of the closing date, please consider your application as unsuccessful. Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications.

Under no circumstances will faxed, e-mailed or late application be accepted. Therefore the onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applications that do not comply with these instructions will not be considered.

**The Department will conduct reference check with the HR section of current and/or previous employers apart from the referees listed. Successful candidate will be subjected to security screening prior employment.**

**Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA. Non-South African citizens or permanent residency holders must submit documentary proof together with their applications.**

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such it is our intention to promote and uphold representativity in the Department in terms of race, gender and disability.

Applications must be submitted on the prescribed Application Form for Employment Z83 (which must be originally signed and dated) obtainable from any Public Service Department and it must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications as stipulated in the advertisement and driver's license (where a driver's license is a requirement). Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. Under no circumstances will faxed, e-mailed or late applications will be accepted. Therefore, the onus is on applicants to ensure that their applications are posted or hand-delivered timeously.

**Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and originally certified copies of ID and driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions. Where an applicant has lost a certificate, ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. Applications that do not comply with these instructions will not be considered.**

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**Applicants, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resource Management P.O. Box 3613, PIETERMARITZBURG, 3200 for the attention of Ms SL Ngema.**