



## KWAZULU-NATAL PROVINCE

TREASURY  
REPUBLIC OF SOUTH AFRICA

### Deputy Director: Strategic Executive Support Services

Salary: R 733 257 P.A.

(Ref No. KZNPT. 21/27)

**PURPOSE:** To oversee and provide an effective and efficient executive support service to the Chief Director and the Municipal Finance Chief Directorate aimed at achieving the strategic and service delivery objectives.

**REQUIREMENTS:** A 3 year NQF level 6/7 qualification in Public Administration/ Management/Financial Administration. A minimum of 3 years' junior management experience in a general office support services environment.

**KEY PERFORMANCE AREAS:** Provide and oversee Administrative Support services to the Chief Directorate. Provide and oversee Asset Management Support services to the Chief Directorate. Provide and oversee Financial Management Support services to the Chief Directorate. Provide and oversee Secretariat and logistical support services to the Chief Directorate. Customer relations. Manage resources of the Sub-Directorate.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management, Human Resource Management, Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management – Best practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting – best practices and guidelines. Vulindlela, Budget formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), In-Year Monitoring (IYM). Organising. Planning. Problem solving. Research. Analytical. Computer. Time management. Minute taking. Conflict management. Financial management. Project planning/management. Decision making. Inter-personal relations. Verbal and written communication. Presentation. Policy analysis and research. Staff supervision. Self-disciplined and ability to work under pressure with minimum supervision.

**Enquiries: Mr A Soopal - 033 897 4565**

**closing date: 27 September 2021**

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

**Successful candidates will be subjected to security screening prior to employment**

The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed.

**Applicants with foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof.**

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

**The new Z83 application form for applying for employment became effective from the 1st of January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies).** The Z83 must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae.

**Applicants are requested to provide Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and 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. This information is requested to support the applicant's CV and therefore failure to provide these may lead to an applicant being disqualified.**

**Where an applicant has lost a certificate, ID or driver's license proof of application for a replacement must be attached and an affidavit explaining the loss 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. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome. Applications that do not comply with all these instructions **will not be considered**.

Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 for the attention of Mrs. Z Ndlela.