



sport and recreation

Department:
Sport and Recreation
PROVINCE OF KWAZULU-NATAL

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. This is a re-advertisement. Candidates that previously applied must re-apply.



PROVINCIAL ADMINISTRATION: KWAZULUNATAL DEPARTMENT OF SPORT AND RECREATION

APPLICATIONS: Forward your applications to the attention of Ms NCP Mkhwane: 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.

CLOSING DATE: 21 OCTOBER 2019 at 4pm

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 licence (where it is required), certified copy of ID document (copy of both sides of the ID card) 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. SMS candidates will be subjected to a competency assessment test 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.

A detail of each post is available on the departmental website at www.kzndsr.gov.za under the vacancies link.

CHIEF DIRECTOR: CORPORATE MANAGEMENT SUPPORT SERVICES

SALARY: R1 251 183 per annum (All Inclusive Package)
CENTRE: PIETERMARITZBURG HEAD OFFICE
REFERENCE: DSR28 /2019

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 licence. 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 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, Policy Development and analysis, Strategic planning.

KEY RESPONSIBILITIES: 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.

Enquiries: Dr CT Sifunda – (033) 897 9450

DIRECTOR: SCHOOL SPORT PROMOTION AND DEVELOPMENT

SALARY: R 1 057 326 per annum (All Inclusive Package)
CENTRE: PIETERMARITZBURG: HEAD OFFICE
REFERENCE: DSR29/2019

REQUIREMENTS: An appropriate relevant 3-year Diploma or Degree, A minimum of 3-5 years' Middle Management Experience, valid code 8 driver's license, willingness to work under pressure and beyond normal hours/weekends.

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, Programmes, Project, Financial, Change and Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

SKILLS: Basic Numeracy, Intermediate Literacy, Basic Operating Equipment, Intermediate Basic Language Skill, Basic Diplomacy and Intermediate Strategic Planning.

KEY RESPONSIBILITIES: Manage the provision of strategic direction in the delivery of school sport promotion and development, Manage the provision of school participation support services, Manage the provision of school sport talent identification campaigns, Facilitate the development and implantation of school sport transformation policy in consultation with stakeholders, Manage and utilize the resources (Human, Financial and Physical) in accordance with the relevant directives and legislation.

Enquiries: Mr V Balram (033) 897 9400

SPORT PROMOTION AND DEVELOPMENT COORDINATOR (3 POSTS)

SALARY: R 316 791 per annum
CENTRE: Uthukela District, Zululand District, Umgungundlovu District
REFERENCE: DSR30/2019 (Uthukela), DSR31/2019 (Zululand), DSR32/2019 (Umgungundlovu)

REQUIREMENTS: An appropriate 3 Years' Diploma/ Degree in Sport Management or equivalent qualification, One (1) to three (3) years' experience in the public service, code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework, Computer operation/ office automation, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, PFMA, Departmental Policies, Project Management, Sport Management/Sport Science, National and Provincial sport and Recreation Strategies.

SKILLS: Communication (verbal and written), Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical methods and techniques, Problem solving, Communication, Administration and coordination, Good inter-personal relations, Programme Management, Report writing, Leadership, Financial Management, Event Management, Public relation, Public Administration, Planning and Execution, organizing and control, Decision making, Driving and Teamwork.

KEY RESPONSIBILITIES: Facilitate and coordinate and the formation of sport structures at districts, wards and local levels in collaboration with relevant stakeholders, Coordinate departmental programme activities at district, wards and local levels for development of sport, Facilitate, coordinate and monitor the effective implementation of departmental policies throughout the programmes, Render project management and administrative functions towards implemented programmes, Ensure collection, compilation and updating of data in all programme activities at wards to district levels and provide effective utilization of resources and supervise staff.

Enquiries: Mr V Balram (033) 897 9400

PERSONAL ASSISTANT: CORPORATE SUPPORT SERVICES

SALARY: R 257 508 PER ANNUM
CENTER: HEAD OFFICE: PIETERMARITZBURG
REFERENCE: DSR33/2019

REQUIREMENTS: Grade 12 plus Secretariat Diploma. 3- 5 years experience 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.

KEY RESPONSIBILITIES: 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.

ENQUIRIES: Ms NCP Mkhwane – (031) 242 1715