



**PROVINCIAL ADMINISTRATION: KWAZULUNATAL  
DEPARTMENT OF SPORT AND RECREATION**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representativity (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 to the attention of Mr LM Msane: Private BagX24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville and insert in the application vacancy box.

**CLOSING DATE: 27 MARCH 2020**

**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](http://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, 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 6 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.

**This post is available on the departmental website at [www.kzndsr.gov.za](http://www.kzndsr.gov.za) under the vacancies link.**

**POST: DIRECTOR: HUMAN RESOURCE ACQUISITION AND DEVELOPMENT  
SUPPORT SERVICES**

**CENTRE: DURBAN/PIETERMARITZBURG**

**SALARY: LEVEL 13, R1 057 326.00 PER ANNUM (All-inclusive package)**

**REFERENCE: DSR 15/2020**

**REQUIREMENTS:** An Appropriate three-year degree/National diploma, 3-5 years middle management experience in human management environment, valid code 8 drivers licence, computer literacy, willingness to work under pressure and beyond normal hours.

**COMPETENCIES REQUIRED: KNOWLEDGE:** Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, Working knowledge of the Departmental policy and circulars, PFMA, National and Provincial strategies, Management reporting, Implementation, monitoring and evaluation, Policy development, Departmental business processes, Batho Pele Principles, Procurement/SCM Procedure, Sport and Recreation policies, 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.

**SKILLS:** Numeracy, Literacy, Operating equipment, Policy Development and Analysis, Language skill, Project management, Intermediate Financial management, Diplomacy, Strategic planning

**KEY RESPONSIBILITIES:** Manage human resource utilization and capacity development. Manage the provision of sound employee relations and employee health and wellness. Manage the organizational design development services. Manage the efficient human resource administration services. Manage the development of strategic HR documents and policies. Manage the resources of the Directorate.

**ENQUIRES: MR LM MSANE (033) 897 9400**