



PROVINCIAL ADMINISTRATION: KWAZULU-NATAL 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: This is a re-advertisement. Applicants that applied previously must re-apply. 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 House, Mayville and insert to the application vacancy box.

CLOSING DATE: 21 MAY 2021

NOTE : Applications must be submitted on the prescribed new Z83 form (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, ID card must be copied on both sides together with comprehensive curriculum vitae (detailed 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. Certification date must not be older than 6 months and CV must include three (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 new 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. 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. Should you not hear from us after three (3) months you must consider your application as unsuccessful.

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.



KWAZULU-NATAL PROVINCE
SPORT AND RECREATION
REPUBLIC OF SOUTH AFRICA

POST: REGISTRY CLERK

CENTRE: DURBAN/PIETERMARITZBURG

SALARY: LEVEL 05, R173 703 PER ANNUM

REFERENCE: DSR01/2021

REQUIREMENTS: Grade 12. computer literacy, willingness to work under pressure and beyond normal hours.

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, Motivational, Conflict Management, Labour Relations, Report writing, Financial management

KEY RESPONSIBILITIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

ENQUIRIES: DR NC DUMA (031) 242 1728

POST: PERSONNEL OFFICER

CENTRE: DURBAN /PIETERMARITZBURG

SALARY: LEVEL 05, R173 703 PER ANNUM

REFERENCE: DSR02/2021

REQUIREMENTS: Grade 12, valid code 8 driver's licence. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and regulations, Departmental policies, objectives and business Processes, PFMA, Management reporting, SCM Procedures and Human Resource Management.

SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Negotiation, Conflict Management, Labour Relations, Programme Management, Report Writing and Financial Management.

KEY RESPONSIBILITIES: Provide services conditions. Provide administration in the selection process. Administer provision of human resource. Capture data and maintain database. Provide advice and process queries. Process administration documentation for payment.

ENQUIRIES: MS NCP MKHWANE (031 242 1715)

POST: FINANCE CLERK: FINANCIAL MANAGEMENT SUPPORT SERVICES

CENTRE: DURBAN/PIETERMARITZBURG

SALARY: LEVEL 05, R 173 703 PER ANNUM

REFERENCE: DSR 03/2021

REQUIREMENTS: Grade 12, Computer literacy, a valid code 8 drivers' licence, willingness to work under pressure and beyond normal hours/weekends.

COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, BAS, TAX, Financial Regulations, Treasury Instructions, GAAP.

SKILLS: Communication (verbal and written), Presentation, Computer Literacy, Problem Solving, Good interpersonal relations, Financial management.

KEY RESPONSIBILITIES: Monitor & reconcile departmental bank account, Payment of creditors/suppliers, render voucher control (credit management), Monitor & reconciliation of departmental revenue, Maintenance of supplier's entity information / database on BAS, Deal with queries (internal & external client).

ENQUIRES: MRS. S CHENDRIAH (031 242 1717)



KWAZULU-NATAL PROVINCE
SPORT AND RECREATION
REPUBLIC OF SOUTH AFRICA

POST: SPORT PROMOTION AND DEVELOPMENT COORDINATOR (2 POSTS)

CENTRE: King Cetshwayo District and eThekweni District

SALARY LEVL 08, R 299 709 per annum

REFERENCE: DSR04/2021 (King Cetshwayo), DSR05/2021 (eThekweni)

REQUIREMENTS: 3 Year Diploma/ Degree in Sport Management or equivalent qualification, one (1) to three (3) years' experience in the Public Service/Entity, 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, Project Management 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: Ms M Chiya (035) 780 9300 (King Cetshwayo) and Ms LC Khumalo (031) 2421 762