

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>) or by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 21 February 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013.

**MANAGEMENT ECHELON**

- POST 04/74** : **CHIEF FINANCIAL OFFICER REF NO: CSL07/2025**
- SALARY** : R1 216 824 per annum is payable to the successful, (An all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : A Degree (NQF level 7) or higher qualification in Financial Management/ Accounting or Financial Accounting or equivalent qualification with a minimum of 5 years of experience at a middle/senior managerial level. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG) prior to appointment. A chartered Accountants (South Africa) qualification will be an added advantage. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, High degree of knowledge of the PFMA, Treasury Regulations and associated practice notes, Knowledge of Public Service Act and Regulations, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, Labour Relations Act,1995, Communication and protocol, Service Delivery and Service Level Agreements, Supply Chain Management Procedures.
- DUTIES** : Manage and facilitate the provision of Financial and Supply Chain Management within the Department. Manage the implementation and maintenance of effective Budget Control services within the Department. Manage the implementation and maintenance of an effective financial management and accounting system. Manage and provide supply chain and asset management services. Manage Financial Planning and Resource Funding. Manage the effective and efficient utilization of resources.
- ENQUIRIES** : Ms. B.F N Makhanya Tel No: (033) 341 9300

**OTHER POSTS**

- POST 04/75** : **DISTRICT COORDINATOR REF NO: CSL08/2025**
- SALARY** : R1 003 890 per annum is payable to the successful, (An all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of

package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**CENTRE REQUIREMENTS** : Stanger  
: A National Diploma (NQF level 6) or higher in Social / Police Science or relevant / equivalent qualification with a minimum of 3 years junior management experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.

**DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.

**ENQUIRIES** : Ms S.N Chamane Tel No: (033) 341 9300

**POST 04/76** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF NO: CSL09/2025**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Ulundi  
**REQUIREMENTS** : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant / equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

**DUTIES** : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

**ENQUIRIES** : Dr. A.K Mtshali Tel No: (035) 870 8600

**POST 04/77** : **PERSONAL ASSISTANT: OFFICE OF THE HEAD: PROVINCIAL SECRETARIAT FOR POLICE REF NO: CSL10/2025**

**SALARY** : R308 154 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A National Diploma (NQF level 6) or higher in Secretarial Studies or Office Management together with a minimum of 1-year relevant experience. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge: Public Service Act, Regulations, Departmental Policies, Understanding SCM practices in the Public Service, Public Service, reporting procedures and work environment, Computer based SCM Control systems, Understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co-ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access), SCM practices, Team building, Communication (verbal, written and networking).

**DUTIES** : Provide secretarial and administrative support to the Head: Provincial Secretary for Police Service. Manage the administrative functions of the unit. Manage all travel and accommodation arrangements. Ensure accurate administration of financial, stationery and procurement functions of the section. Manage the assets and maintenance of equipment.

**ENQUIRIES** : Mr. S.S Kunene Tel No: (033) 341 9300

**POST 04/78** : **STATE ACCOUNTANT: BAS SYSTEM CONTROLLER REF NO: CSL11/2025**

**SALARY** : R308 154 per annum  
**CENTRE** : Pietermaritzburg

- REQUIREMENTS** : A National Diploma (NQF level 6) or higher in Finance or equivalent with a minimum of 1-year relevant experience in Financial systems – Basic Accounting System (BAS). A valid driver's license. Applicants must be prepared to work extended hours. Basis Accounting System, PFMA, Treasury Regulations and Practice Notes, Knowledge and insight of the Public Service financial legislations, Procedures and Treasure regulations (PFMA, DORA, PSA, PPPFA, GAAP, Financial Manual), Knowledge of financial operating systems (PERSAL, BAS, LOGIS, SCOA etc.), Computer Literacy, Communication, Financial Accounting, Team development, Problem solving.
- DUTIES** : To provide support for the effective utilization of BAS to enable BAS users to execute their functions effectively. Maintain financial systems (BAS) of the department. Investigate and monitor trial balance accounts. Clear suspense Accounts and Exceptions. Perform voucher control functions. Draw and report on financial transactions on a monthly basis.
- ENQUIRIES** : Ms. N.C Ntuli, Tel No: (033) 341 9300

#### **DERPARTMENT OF EDUCATION**

***Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer.***

- APPLICATIONS** : Should be sent by post for the attention of: Mr. P.B.V. Ngidi the Directorate: Human Resource Services KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3201. Applications can also be Emailed to: [Kznhrrecruitment@kzndoe.gov.za](mailto:Kznhrrecruitment@kzndoe.gov.za)
- CLOSING DATE** : 14 February 2025
- NOTE** : Directive to Applicants: Application must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. Closing date for this circular is 14 February 2025 unless otherwise stated. Please ensure that you clearly state the full post description and the relevant Post Reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post enquiries. Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to submit a certified copy of their ID document, a valid driver's licence (if specified as a job requirements), as well as the relevant educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA). If applicants do not hear from this office within three months after the closing date of this circular, they must consider their application as unsuccessful. Application that does not comply with the above instructions shall be disqualified. Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth). Note: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /SMS-pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

#### **MANAGEMENT ECHELON**

- POST 04/79** : **CHIEF FINANCIAL OFFICER REF NO: DOE/01/2025**  
Branch: Finance
- SALARY CENTRE** : R1 741 770 per annum (Level 15)  
Pietermaritzburg, Head Office
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8) as recognised by South African Qualifications Authority (SAQA) in Financial Management/Accounting. Admission as a Chartered Accountant will serve as an advantage to candidates. 8 years of experience at a senior managerial level in the financial management environment, inclusive of a minimum of 5 years at the level of the Chief Director/General Manager or equivalent level. Valid Drivers licence. Competencies: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the Development of strategic planning information. Provide financial information for planning and decision making by studying past, present and anticipated financial conditions, recommending courses of action. Provide immediate financial

information for planning decision making and recommend course of where tight deadlines apply. Maintain financial database by identifying sources of information assembling and verifying data. Complete audit and accounting by maintaining accounting controls, reconciling financial reports, maintaining financial security. Develop understanding of financial situation by performing quantitative analysis. Answer accounting procedure questions by researching and interpreting accounting policies and regulations. Knowledge of PFMA.

**DUTIES**

: Develop and maintain the effective, efficient, and transparent systems of risk management and internal control, an appropriate procurement and provisioning system that is fair equitable, transparent, competitive, and cost effective. Develop plan and manage budgetary processes of the Department in compliance with prescribed prescripts, Treasury regulations. Monitor financial spending of the Department and advise the Accounting officer. Establish a system to properly evaluate all major capital projects prior to a final decision on the project. Take effective and appropriate steps to prevent unauthorized, irregular, fruitless, wasteful expenditure and losses resulting from criminal conduct. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of education and administration. Plan and compile the budget of the department in accordance with treasury prescripts. Ensure that expenditure is in accordance with the vote of the department through the establishment and maintenance of accounting and personnel records. Administration of service contracts, take responsibility for short- and long-term financial forecasting for the department. Prepare monthly, quarterly, and annually financial reports for presentation to relevant oversight bodies, Interim and annual financial statements for each year in accordance with the general recognized Accounting Practices. Compile annual financial reports in consultations with line managers. Enforce compliance with tax, levy and audit commitments as may be required by legislation. Manage and safeguard assets and liabilities within provision of the PFMA. Manage and administering conditional grants to the department and transferring payments to the Departments. Ensuring that the government and non-government recipients have appropriate financial management and control systems in place. Liaising with Provincial Treasury, Provincial Auditor, Public Accounts Committee, Education Portfolio Committee, and other role players in the Educational Environment.

**ENQUIRIES**

: Mr PBV Ngidi Tel No: (033) 846 5533

**DEPARTMENT OF TRANSPORT**

***The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer***

**APPLICATIONS**

: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

**FOR ATTENTION  
CLOSING DATE**

: Mr B Hornsby  
: 14 February 2025 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE**

: Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit

documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

: **ERRATUM:** Provincial Administration: KwaZulu-Natal Department of Transport: Kindly note that the post of Assistant Director: Employee Health & Wellness with Ref No: DOT 07/2025, advertised in Public Service Vacancy Circular 02 dated 17 January 2025, has been withdrawn. Applicants who applied previously and who still wish to be considered are at liberty to re-apply as the post will be re-advertised within this circular. Kindly also note that the post of Road Work Superintendent: Technology Transfer Centre with Ref No: DOT 09/2025, advertised in Public Service Vacancy Circular 02 dated 17 January 2025, has been withdrawn.

#### OTHER POST

#### POST 04/80

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMME REF NO: DOT 278/2025 (X1 POST)**

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

#### SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : An undergraduate qualification in Psychology or Social Work (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in a Human Resource environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Employee Health and Wellness Strategic Framework for the Public Service. Knowledge on how to provide an EHW and HIV/AIDS and TB consultation service. Knowledge on how to provide guidance regarding the execution of the EHW services. Knowledge on how to co-ordinate EHW and HIV/AIDS training workshops, presentations, etc. Knowledge on how to establish the departmental EHW committee. Knowledge on how to maintain statistics. Knowledge on how to prepare necessary reports. Knowledge on how to empower staff within the component. Excellent interpersonal and communication skills. Counselling skills. Analytical and listening skills. Teamwork and motivational skills. Problem solving, decision making and conflict management skills. Ability to self-manage and work independently. High level of confidentiality and professionalism. Leadership and planning skills. Ability to research, interpret and apply policies and procedures. The ideal candidate should be non-judgemental, have empathy, assertiveness and confidence. He/she should also be self-driven and reliable, an independent thinker, objective and have the ability to work as part of a team.

#### DUTIES

: Provide professional counselling, assessment and referral services of employees within the Department, and to external service providers. Market and provide training to all employees with regards to how the programme works and its services. Assisting with the development and implementation of employee wellbeing policies and procedures and ensuring compliance with all relevant legal requirements. Monitor and evaluate the effectiveness of the programme and its services within the Department. Forge partnerships within the Department and with important stakeholders outside by maintaining good relationships with other departments, organizations and other offices who may provide assistance in respect of Health and Wellness, HIV/AIDS and TB programmes. Ensure efficient management of human and non-human resources within the component.

#### ENQUIRIES APPLICATIONS

: Mr N Zondi Tel No: (033) 355 8653  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

#### NOTE

: It is the intention of this Department to consider equity targets when filling this position.