

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DERPARTMENT OF EDUCATION**

- 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: Kznhrrrecruitment@kzndoe.gov.za.
- CLOSING DATE** : 22 April 2025
- NOTE** : 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. 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. 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 license (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). 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 12/111** : **DISTRICT DIRECTOR: HARRY GWALA REF NO: DOE/02/2025**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Harry Gwala District
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Computer Literacy. A valid driver's license. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessary. Computer literacy (MS Word, Excel. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.
- DUTIES** : Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic

leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level.

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

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. For Attention: Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE : 25 April 2025

NOTE : NB: Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process. Directions to candidates note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for

the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

- POST 12/112** : **CHIEF DIRECTOR: INFRASTRUCTURE PROGRAMME COORDINATION**
REF NO: CDIPC/HO/03/2025
- SALARY** : R1 436 022 per annum (level 14), (all-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Head Office - Pietermaritzburg
- REQUIREMENTS** : Grade 12 plus an appropriate degree or equivalent qualification at NQF level 7 as recognized by SAQA in Engineering, Quantity Surveying, Architecture, Town and Regional Planning or Infrastructure Project Management. Five (5) years Senior Management experience with the roll out of the IDMS in a Government Department. Registration as a Built Environment professional will be an added advantage. A Valid driver's license. Computer literacy in the office software packages. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
- DUTIES** : Manage the implementation and institutionalisation of the IDMS within Public Works. Manage IDMS Capacitation in the Department. Manage infrastructure Planning for Health, Education and Other Client Departments / Implementing Agents. Manage Health, Education and Other Clients and Implementing Agents Programme, Project Management and Maintenance and report thereon. Management of resources. Skills, Knowledge & Competencies: Knowledge of relevant prescripts. Strategic capacity, leadership, legal, financial management, problem solving, analytical and communication skills. Programme and Project Management. People management, client orientation and customer focus.
- ENQUIRIES** : Dr V Govender – Acting Head: Public Works & Infrastructure Tel No: (033) 355 5533

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 or apply online using <https://www.eservices.gov.za/> (Sthesha Waya Waya).
- FOR ATTENTION** : Mrs PN Mkhize
- CLOSING DATE** : 25 April 2025
- NOTE** : Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. SMS Pre-entry certificate (Nyukela) is a prerequisite for appointment for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Candidates will be assessed and selected in accordance with the relevant

measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for successful candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

MANAGEMENT ECHELON

POST 12/113 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: DSD01/03/2025HO**

SALARY : R1 436 022 per annum (Level 14), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's degree (NQF Level 7) in Human Resource / Public Administration/ Public Management. A valid driver's license. Minimum of 5 years' experience at senior management in corporate services environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of Policy Analysis and Development, Knowledge management, Organizational behavior analysis, Strategic business management, National Development Plan, Provincial Growth and Development Strategy, Service Delivery Frameworks, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Language, Computer literacy, Numeracy, Driving.

DUTIES : Manage and facilitate the provisioning of human resource administration services; Manage and facilitate the provision of human resource utilization and development services; Manage and monitor the provision of security management and auxiliary as well as legal support services; Manage and facilitate the provision of labour relations and employee health and wellness programmes; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRES : Mrs NI Vilakazi Tel No: (033) 264 5402

POST 12/114 : **DISTRICT DIRECTOR (X2 POSTS)**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : Harry Gwala Ref No: DSD02/03/2025Harry
 iLembe Districts Ref No: DSD03/03/2025iLembe
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Professions as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior managerial level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Fraud Prevention Strategies, Welfare Laws, Non- Profit Organizations Act, Basic Conditions of Employment Act, Employee Performance Management and Development System, Public Participation, Service Delivery Frameworks, Social dynamics of KwaZulu-Natal Communities, Provincial Growth and Development Strategy. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.

- DUTIES** : Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Manage resource and provide inputs to Policies.
- ENQUIRIES** : Ms PN Sithole Tel No: (033) 341 2010, Harry Gwala District
Ms A Mbatha Tel No: (031) 336 8703, iLembe District
- POST 12/115** : **DIRECTOR: LABOUR RELATIONS REF NO: DSD04/03/2025HO**
- SALARY** : R1 216 824 per annum. (Level 13), (all-inclusive package)
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Labour Relations / Human Resource Management/ Public Administration / Labour Law. A valid driver's license. Minimum of 5 years of experience at a middle/senior managerial level in Labour Relations environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Employment Equity Act; Administration of Justice Act; Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act; PSCWSBC and PHWSBC resolutions, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Driving, Computer literacy, Numeracy.
- DUTIES** : Manage disputes resolutions and collective bargaining; Manage disciplinary matters; Represent the Department at the relevant Departmental and the PSCBC/ PHSDSBC Forums; Manage the development and implementation of policies; Manage the resources of the Directorate.
- ENQUIRES** : Mr VW Gumede Tel No: (033) 264 2078
- POST 12/116** : **DIRECTOR: LEGAL SERVICES REF NO: DSD05/03/2025HO**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Law (LLB). A valid driver's license. Minimum of 5 years of experience at middle/senior management in a legal environment. Knowledge: Constitution of the Republic of South Africa, Interpretation of laws (constitutional and statutory interpretation), Legal drafting and writing, Litigation management, including alternative dispute resolution, Legal research methodology, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.
- DUTIES** : Manage the provision of contract drafting, editing and vetting services; Manage the provision of legislative review and legal compliance management; Manage the provision of litigation services; Manage the development and implementation of policies; Manage the resources of the directorate.
- ENQUIRES** : Mr VW Gumede Tel No: (033) 264 2078
- POST 12/117** : **DIRECTOR: QUALITY ASSURANCE REF NO: DSD06/03/2025HO**
- SALARY** : R1 216 824 per annum. (Level 13), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Profession as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior management level in the social work environment. Knowledge: Constitution of

the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Research Methodology, Labour Relations Act, Employment Equity Act, Organizational behavior, Employee Performance Management and Development System. Skills/ Core Competencies: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management; Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Policy analysis, Computer literacy, Numeracy, Driving.

DUTIES : Develop, monitor and ensure adherence to minimum norms and standards; Ensure that programmes are accessible, efficient and are in line with Integrated Service Delivery Model (ISDM); Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and inputs to the Department policies; Manage resources of the directorate.

ENQUIRES : Mrs PM Mhlongo Tel No: (033) 264 5417

OTHER POSTS

POST 12/118 : **SERVICE OFFICE MANAGER (X3 POSTS)**

SALARY CENTRE : R1 003 890 per annum (Level 12), all-inclusive package
 : Madadeni Service Office Ref No: DSD07/03/2025 Madadeni
 Richards Bay Service Office Ref No: DSD08/03/2025 Richards Bay
 Osizweni Service Office Ref No: DSD09/03/2025 Osizweni

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu Natal communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development System. SKILLS: Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership skills, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language skills.

DUTIES : Provide Social Welfare Services; Provide Community Development services; Ensure the provision of corporate support services; Ensure the implementation of departmental policies and other relevant legislation in the day-to-day running of the service office; Manage resources of the Service Office.

ENQUIRIES : Mrs. ZB Mdlalose Tel No: (034) 317 1254, Madadeni and Osizweni Service Offices
 Mr BM Gumede Tel No: (035) 874 8602, Richards Bay Service Office

POST 12/119 : **FACILITY MANAGER ZAKHE AND UMLAZI CHILD AND YOUTH CARE CENTRES (X2 POSTS)**

SALARY CENTRE : R1 003 890 per annum (Level 12), all-inclusive package
 : Ngwelezane Child and Youth Care: Ref No: DSD10/03/2025 Ngwelezane CYCC
 uMlazi Child and Youth Care: Ref No: DSD11/03/2025 uMlazi CYCC

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Welfare Laws, Understanding of SASSA functions; Social dynamics of KwaZulu Natal

- communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development Systems. Skills: Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language.
- DUTIES** : Coordinate the delivery of social welfare services in the facility; Manage care and support services in the facility; Manage paramedical and support services; Ensure effective and efficient provision of corporate support services; Provide advice, guidance and input to policies; Manage resources of the Facility.
- ENQUIRIES** : Mr. BM Gumede Tel No: (035) 874 8502, Ngwelezane CYCC
Ms. NC Gebashe Tel No: (031) 336 8787, Umlazi CYCC
- POST 12/120** : **DEPUTY DIRECTOR: RESEARCH & DEMOGRAPHY REF NO: DSD19/03/2025HO**
- SALARY** : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Demography/Community Development / Development Studies. A valid driver's license. Minimum of 3-5 years' experience in junior management in research /demography/advocacy fields. Knowledge: Constitution of the Republic of South Africa , Public Service Act , Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Research Methodology, Public Finance Management Act, Treasury Regulations, South African Population Policy, Knowledge of Policy analysis and development, Community Development, National Development Plan, Provincial Growth and Development Plan, Social dynamics of KwaZulu-Natal communities, Organizational behavior analysis , Service Delivery frameworks, Employee Performance and Management Systems. Skills: Communication (verbal and written), People Management and Empowerment, Interpersonal relations, Change management, Report writing, Analytical thinking, Research, Presentation, Facilitation, Time management, Problem solving, Policy analysis and development, Financial Management, Programme and Project Management, Language, Computer literacy, Numeracy, Driving.
- DUTIES** : Manage population and development related research; Collaborate with government departments and research units; Monitor population related research, policy development and planning; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-Directorate.
- ENQUIRIES** : Dr NC Dlamini Tel No: (033) 264 2280
- POST 12/121** : **MANAGER SOCIAL WORK POLICY: CRIME PREVENTION AND SUPPORT SERVICES REF NO: DSD20/03/2025HO**
- SALARY** : Grade 1: R920 082 per annum, all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker, Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 10 appropriate experience in social work after registration as a Social Worker with SACSSP of which five (5) years must be appropriate experience in social work policy development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional counselling, Research methodology, Service delivery frameworks, Policy development and analysis, Ability to compile complex reports, Non-Profit Organizations Act, Basic Conditions of Employment Act, Procurement Act, Employee Performance Management and Development System. Skills: Interpersonal relations, Teamwork, Computer, Planning and Organizing, Language, Communication (verbal and written), Numeracy.
- DUTIES** : Keep up to date with new developments in the crime prevention and support field; Plan and ensure that crime prevention and support policy research and

- developments are undertaken; Develop policies and strategies relevant to crime prevention and support; Manage resources of the Sub-Directorate.
- ENQUIRIES** : Mr PK Chetty Tel No: (033) 264 2011
- POST 12/122** : **MANAGER SOCIAL WORK POLICY: CARE AND SUPPORT SERVICES TO FAMILIES REF NO: DSD21/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R920 082 per annum, all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Service Professions as a Social Worker. A valid driver's license. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work policy development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Procurement Act, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis, Non-Profit Organizations Act, Labour Relations Act, Basic Conditions of Employment Act, Ability to compile complex reports and Employee Performance Management and Development System. Skills: Change management, Counseling, Problem solving and analysis, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Financial management, Research, Networking, Presentation, Facilitation, Monitoring and evaluation, People management, Programme and Project management, Driving, Computer literacy and Numeracy.
- DUTIES** : Facilitate the development of policies and strategies relevant to care and support services to families; Plan and ensure that care and support policy research and development are undertaken; Keep up to date with new developments in the care and support services to families; Manage resources of the Sub-Directorate.
- ENQUIRIES** : Mr RV Khoza Tel No: (033) 341 7907
- POST 12/123** : **MANAGER COMMUNITY DEVELOPMENT POLICY: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD22/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R920 082 per annum, all-inclusive package
: Head office, Pietermaritzburg
: Qualifications: Bachelor's Degree in Community Development/Development Studies. A valid driver's license. Minimum of 10 years' experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in Community Development. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Labour Relation Act; Basic Conditions of Employment Act, Employee Equity Act, Research Methodology, Public Finance Management Act; Treasury Regulations, National Development Plan, Provincial Growth and Development Plan, Millennium Development goals, Community development; Integrated Development Planning; Ability to compile complex reports; Project Management principles ,Employee Performance Management and Development System. Skills: Communication (verbal and written), Interpersonal, Project Management, Organizational, Analytical, Policy analysis and development, Financial management, Time management; Report writing, Research; Presentation, Facilitation, Problem solving; Language, Computer Literacy, Numeracy and Driving.
- DUTIES** : Develop/ facilitate the development of policies for rendering Institutional Capacity Building services; Plan and ensure that Institutional Capacity Building policy research are undertaken; Keep up to date with new development in the Institutional Capacity Building field; Manage resources of Sub-Directorate.
- ENQUIRIES** : Dr ML Ngongo Tel No: (033) 264 2169
- POST 12/124** : **DEPUTY DIRECTOR: CORPORATE SERVICES (X2 POSTS)**
- SALARY CENTRE** : R849 702 per annum. (Level 11), all-inclusive package
: Amajuba District: Ref No: DSD12/03/2025Amajuba
: King Cetshwayo District: Ref No: DSD13/03/2025King

<u>REQUIREMENTS</u>	:	Qualifications: National Diploma / Bachelor's Degree in Financial Management / Accounting / Human Resource Management / Public Administration / Public Management. A valid driver's license. Minimum of 3-5 years junior management experience. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Supply Chain Management Practices and Procedures, Labour Relations Act, Human Resource Development Strategy for South Africa, Code of Conduct, PERSAL, BAS, Employee Performance Management and Development System, Basic Conditions of Employment Act, Service Delivery Frameworks, Occupational Health and Safety Act. Skills: Communication (written & verbal), Language, Listening, Decision making, Leadership, Planning, Interpersonal relations, Organizing, Analytical thinking, Problem solving, Project management, Presentation, Time management, Financial management, Report writing, Numeracy, Computer literacy, driving.
<u>DUTIES</u>	:	Manage and facilitate the provision of human resource management services; Provide financial and management accounting services; Provide supply chain management services; Manage the provision of information communication and technology management services; Provide advice, guidance and input to policies; Manage resources of the sub-directorate.
<u>ENQUIRES</u>	:	Mrs. ZB Mdlalose Tel No: (034) 317 1254, Amajuba District Mr BM Gumede Tel No: (035) 874 8602, King Cetshwayo District
<u>POST 12/125</u>	:	<u>DEPUTY DIRECTOR: ASSETS, STORES AND DISPOSAL MANAGEMENT REF NO: DSD14/03/2025HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum. (Level 11), all-inclusive package Head office, Pietermaritzburg Qualifications: Bachelor's Degree in Supply Chain Management / Financial Management / Public Administration. A valid driver's license. Minimum of 3-5 years junior management experience in Asset Management Environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Hard-Cat System, Basic Accounting System, Supply Chain Management Framework Act, Asset Management Framework Act, Employee Performance Management and Development System. Skills: - Communication (written & verbal), Interpersonal relations, Report writing, Financial Management, Analytical, Innovative thinking, Problem solving, Conflict Management, Presentation, Computer Literacy, Driving.
<u>DUTIES</u>	:	Manage the assets register; Ensure the management of fleet; Establish proper controls in the management of inventories, departmental cellphones and related devices; Develop policies and strategies aimed at improving stores and assets; Manage resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr ESS Ndlovu Tel No: (033) 897 9901
<u>POST 12/126</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATIONS & MAINTENANCE REF NO: DSD15/03/2025HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11), all-inclusive package Head office, Pietermaritzburg Qualifications: A Bachelor's Degree in Property Management / Real Estate, A valid driver's license. Minimum of 3-5 years junior management experience in property management/real estate environment. Knowledge: Constitution of Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Knowledge of BAS, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks. Skills: Communication (written & verbal), Computer literacy, Presentation, Facilitation, Report writing, Interpersonal relations, Negotiation, Driving.
<u>DUTIES</u>	:	Manage the acquisition of land and facilities, ensure an efficient and effective facilities management system, plan and prioritize the renovation and programmed maintenance on infrastructure, develop policies and strategies aimed at improving service delivery, manage resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr ESS Ndlovu Tel No: (033) 897 9901

POST 12/127 : **DEPUTY DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DSD16/03/2025HO**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: A Bachelor's Degree in Financial Management/ Accounting, A valid driver's license. Minimum of 3-5 years junior management experience in Financial Management Environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks. Skills: Communication (verbal and written), Report writing, Leadership, Computer literacy, Interpersonal relations, Problem solving, Financial management, Time management, Project management, Negotiation, Driving.

DUTIES : Manage financial monitoring services; Manage financial reporting services; Develop policies and strategies aimed at improving service delivery; Manage resources of the sub-directorate.

ENQUIRIES : Mrs. SD Mpanza Tel No: (033) 264 5441

POST 12/128 : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DSD18/03/2025HO**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Policy Development/Public Administration/Public Management. A valid driver's license. Minimum of 3-5 years junior management experience in Policy Development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Government-Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Policy Analysis and Development, Labour Relations Act, Public Finance Management Act. Skills: Change management, Strategic planning, Analytical thinking, Interpersonal relations, Facilitation, Presentation, Financial management, Project management, Conflict management, Driving.

DUTIES : Develop policy development frameworks, protocols and guidelines; Provide advisory services on policy development; Coordinate policy assessments, adoptions and approvals; Monitor the development and implementation of policies; Manage resources of the sub-directorate.

ENQUIRIES : Mr PR Madela Tel No: (033) 264 5411

POST 12/129 : **SOCIAL WORK POLICY DEVELOPER: QUALITY ASSURANCE REF NO: DSD24/03/2025HO**

SALARY : Grade 1: R429 573 per annum
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker; Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Services Profession as a Social Worker; a valid driver's license. Minimum of 8 years' experience in social work after registration as a Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis; Ability to compile complex reports. Skills: Change management, Problem solving, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Interpersonal relations, Financial management, Presentation, Facilitation, Monitoring and evaluation, Project management, Language, Computer literacy; Numeracy; Driving.

DUTIES : Keep up to date with new developments in the quality assurance field; Conduct research and development; Develop, implement and maintain policies relevant to quality assurance; Perform the administration functions required in quality assurance.

ENQUIRIES : Ms VHT Ngcamu Tel No: (033) 264 2058

POST 12/130

SOCIAL WORK SUPERVISOR: (X60 POSTS)

SALARY CENTRE

Grade 1: R452 667 per annum
Durban Ref No: DSD25/03/2025DURBAN
Inanda Ref No: DSD26/03/2025INANDA (X2 Posts)
Phoenix Ref No: DSD27/03/2025PHOENIX (X2 Posts)
Chartswoth Ref No: DSD28/03/2025 CHARTWOTH
Mpumalanga Ref No: DSD29/03/2025MPUMALANGA
Bhamshele Ref No: DSD30/03/2025BHAMSHELE
Ndwedwe Ref No: DSD31/03/2025NDWEDW
Mandeni Ref No: DSD32/03/2025MANDENI
Pietermaritzburg Ref No: DSD33/03/2025PIETERMARITZBURG (X3 Posts)
Vulindlela Ref No: DSD34/03/2025VULINDLELA
Mkhambathini Ref No: DSD35/03/2025MKHAMBATHINI
Richmond Ref No: DSD36/03/2025RICHMOND
Impendle Ref No: DSD37/03/2025IMPENDLE
Umngeni Ref No: DSD38/03/2025UMNGENI
Umshwathi Ref No: DSD39/03/2025UMSHWATHI
Greater Kokstad Ref No: DSD40/03/2025GREATER
Ubuhlebezwe Ref No: DSD41/03/2025 UBUHLEBEZWE
Ingwe Ref No: DSD42/03/2025INGWE
Umuziwabantu Ref No: DSD43/03/2025UMUZIWABANTU
Ezingolweni Ref No: DSD44/03/2025EZINGOLWENI (2 Post)
Gamalakhe Ref No: DSD45/03/2025GAMALAKHE
Umzumbe Ref No: DSD46/03/2025UMZUMBE
Umdoni Ref No: DSD47/03/2025UMDONI
Vulamehlo Ref No: DSD48/03/2025VULAMEHLO
Umtshezi Ref No: DSD49/03/2025UMTSHEZI
Zakheni Ref No: DSD50/03/2025ZAKHENI
Ndumeni Ref No: DSD69/03/2025NDUMENI
Nquthu Ref No: DSD51/03/2025NQUTHU (X2 Posts)
Msinga Ref No: DSD52/03/2025MSINGA (X2 Posts)
Greytown Ref No: DSD53/03/2025GREYTOWN
Kranskop Ref No: DSD54/03/2025KRANSKOP
Newcastle Ref No: DSD55/03/2025 NEWCASTLE
Madadeni: Ref No: DSD56/03/2025MADADENI
Osizweni Ref No: DSD57/03/2025OSIZWENI
Danhhauser: Ref No: DSD58/03/2025DANHHAUSER
Babanango Ref No: DSD59/03/2025BABANANGO
Edumbe Ref No: DSD60/03/2025EDUMBE
Mahlabathini Ref No: DSD61/03/2025MAHLABATHINI
Mondlo Ref No: DSD62/03/2025 MONDLO
Nongoma Ref No: DSD63/03/2025NONGOMA (X2 Posts)
Mbazwane Ref No: DSD64/03/2025MBAZWANE
Ubombo Ref No: DSD65/03/2025UBOMBO (X2 Posts)
Ingwavuma Ref No: DSD66/03/2025 INGWAVUMA
KwaNgwanase Ref No: DSD67/03/2025KWANGWANASE
Hlabisa Ref No: DSD68/03/2025HLABISA
Lower Umfolozi Ref No: DSD70/03/2025LOWER
Ongoye Ref No: DSD71/03/2025ONGOYE
Richards Bay: Ref No: DSD72/03/2025RICHARDS
Inkandla Ref No: DSD73/03/2025INKANDLA (2 Posts)
Melmoth Service Offices Ref No: DSD74/03/2025MELMOTH

REQUIREMENTS

Qualifications: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of Current Registration with the South African Council for Social Services as a Social Worker. A valid driver's license. Minimum of 7 years recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Knowledge: Public Service Act, Public Service Regulations, Batho-Pele Principles, Knowledge and understanding of human behavior and social systems. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities, The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, The understanding and ability to provide social services

- towards protecting people who are vulnerable, at risk and unable to protect themselves, The ability to mentor and coach Social Workers Grade 1, Employee Performance Management and Development System. Skills: Communication (verbal and written), Listening, Interpersonal, Computer Literacy, Research, Problem solving, Report writing, Time management, Presentation, Facilitation, Counselling, Numeracy, Language, Driving.
- DUTIES** : Ensure that social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes is rendered; Supervise and advice Social Workers, Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher - level administrative functions.
- ENQUIRES** : Mrs RM Ntombela Tel No: (031) 336 8776, Inanda; Phoenix
 Ms NC Gebashe Tel No: (031) 336 8787, Chartswoth; Mpumalanga
 Ms R Singh Tel No: (031) 336 8727, Bhamshela; Ndwedwe; Mandeni
 Ms NR Nala Tel No: (033) 341 7903, Pietermaritzburg; Vulindlela; Mkhambathini; Richmond; Impendle; Umngeni; Umshwathi
 Ms NND Dlungwane Tel No: (039) 259 7027, Greater Kokstad; Ubuhlebezwe; Ingwe
 Mrs TFP Khuzwayo Tel No: (039) 682 7506, Umuziwabantu; Ezingolweni; Gamalakhe; UMzumbe; UMDoni; Vulamehlo
 Ms NP Mhlongo Tel No: (036) 634 6600, Umtshezi; eZakheni
 Ms RZ Lushaba Tel No: (034) 299 7578, Nquthu; Msinga; Greytown; Kranskop
 Mrs ZB Mdlalose Tel No: (034) 317 1254, Amajuba District Newcastle; Madadeni; Osizweni; Danhhauser
 Mrs SH Mfeka Tel No: (035) 874 8506, Babanango; Edumbe; Mahlabathini; Mondlo; Nongoma
 Ms DN Mbonambi Tel No: (035) 571 1000, Mbazwane; Ubombo; Ingwavuma; Kwangwanase; Hlabisa; KwaMsane
 Mr BM Gumede Tel No: (035) 874 8602, Lower Umfolozi; Ongoye; Richards Bay; Inkandla (2); Melmoth Service Offices
- POST 12/131** : **ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: DSD75/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
 : Head office, Pietermaritzburg
 : Qualifications: A Bachelor's Degree in Financial Management/ Supply Chain Management/ Public Management/ Public Administration, A valid driver's license. Minimum of 3-5 years administration experience in inventory/stores/asset management environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Knowledge/ understanding of Stores and Assets Management Systems as well as Supply Chain Management Practices and Procedures; Employee Performance Management and Development System. Skills: Communication (verbal & written); Project management; Computer literacy; Interpersonal relations; Problem solving; Interviewing; Analytical thinking; Presentation; Organizing; Driving.
- DUTIES** : Ensure management of Departmental cellphones and other devices; Monitor the inventory register of the department; Exercise control over stores and assets and verify stock taking; Ensure that disposal is conducted effectively; Provide advice, guidance and input to policies; Manage resources of the Division.
- ENQUIRIES** : Mr ESS Ndlovu Tel No: (033) 897 9901
- POST 12/132** : **ASSISTANT DIRECTOR: MONITORING AND PERFORMANCE REPORTING REF NO: DSD76/03/2025HO**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum. (Level 09)
 : Head office, Pietermaritzburg
 : Qualifications: A National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Sciences. A valid driver's license. Minimum of 3-5 years administrative experience in monitoring and evaluation. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research

- Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Government- Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Impact assessment, Provincial Growth and Development Plan Skills: Analytical thinking, organizing, Problem solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving.
- DUTIES** : Analyse and manage data for institutional and programme performance to produce quarterly and annual reports; Coordinate the Department Annual Communication with Auditors; Facilitate the implementation and maintenance of electronic institutional monitoring system; Coordinate monitoring functions between the Department and its oversight bodies; Provide advice, guidance and inputs to policies; Manage resources of the Division.
- ENQUIRIES** : Mr PR Madela Tel No: (033) 264 5411
- POST 12/133** : **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING DIVISION (X3 POSTS)**
- SALARY CENTRE** : R444 036 per annum (Level 09)
 : Amajuba District: Ref No: DSD77/03/2025Amajuba
 : uMzinyathi District: Ref No: DSD78/03/2025Umzinyathi
 : uMgungundlovu District: Ref No: DSD104/03/2025Umgungundlovu
- REQUIREMENTS** : Qualifications: A Bachelor's Degree in Financial Management/ Accounting Management. A valid driver's license. Minimum of 3-5 years administrative experience in Financial Management. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS); National and Provincial Treasury Practice Notes, Labour Relations Act, PERSAL, Employee Performance Management and Development System. SKILLS: Language, Listening, Computer literacy, Presentation; Interpersonal, Driving, Report writing, Problem solving, Analytical thinking, Communication (written & verbal), Financial Management, Time management, Numeracy.
- DUTIES** : Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage physical facilities; Provide advice, guidance and inputs to policies; Manage resources of the Division.
- ENQUIRIES** : Mrs ZB Mdlalose Tel No: (034) 317 1254, Amajuba District
 Ms RZ Lushaba Tel No: (034) 299 7578, uMzinyathi District
 Ms NR Nala Tel No: (033) 341 7903, uMgungundlovu District
- POST 12/134** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X4 POSTS)**
- SALARY CENTRE** : R444 036 per annum (Level 09)
 : eThekweni South District: Ref No: DSD80/03/2025Eth South
 : Zululand District: Ref No: DSD81/03/2025Zululand
 : uGu District: Ref No: DSD82/03/2025UGu
 : King Cetshwayo District: Ref No: DSD83/03/2025King
- REQUIREMENTS** : Qualifications: National Diploma/ Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management. PERSAL certificate. A valid Driver's License. Minimum of 3-5 years human resource administrative experience. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Service Delivery Frameworks, Occupation Health and Safety Act, Collective Agreements. Skills: Communication (written & verbal), Language, Listening, Organizing, Report writing, Computer literacy, Interpersonal relations, Problem solving, Time management, Project Management, Presentation, Negotiation, Financial management, Driving.
- DUTIES** : Provide human resource administration services; Administer the provisioning of human resource development; Administer labour relations services; Administer employee wellness programmes; Administer PERSAL support services; Provide advice, guidance and inputs to policies; Manage the resources of the component.
- ENQUIRIES** : Ms NC Gebashe Tel No: (031) 336 8787, EThekweni South District
 Mrs SH Mfeka Tel No: (035) 874 8506, Zululand District

Ms TFP Khuzwayo Tel No: (039) 682 7562, UGu District
Mr BM Gumede Tel No: (035) 874 8602, King Cetshwayo District

- POST 12/135** : **AUDIO-VISUAL SPECIALIST REF NO: DSD79/03/2025HO**
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Audio Visual / Photography. A valid driver's license. Minimum of 3-5 years' experience in video and photographic production and editing environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Promotion of Access to Information Act. Skills: Analytical thinking, Organizing, Problem Solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving.
- DUTIES** : Capture photographic material; Capture video material; Establish and manage photographic, audio and video library; Formulate audio-visual or related media advancements; Oversee and offer technical expertise on audio-visual material; Manage resources of the division.
- ENQUIRIES** : Ms PT Dlamini Tel No: (033) 341 9681
- POST 12/136** : **STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING (X8 POSTS)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : eThekweni South District: Ref No: DSD85/03/2025ETHEKWINI SOUTH (X2 Posts)
iLembe District Ref No: DSD86/03/2025ILEMBE
Harry Gwala District Ref No: DSD87/03/2025HARRY GWALA
uGu District Ref No: DSD88/03/2025UGU
uThukela District Ref No: DSD89/03/2025UTHUKELA
uMzinyathi District Ref No: DSD90/03/2025UMZINYATHI
uMkhanyakude District Ref No: DSD92/03/2025UMKHANYAKUDE
- REQUIREMENTS** : Qualifications: National Diploma in Financial Management/ Accounting. Minimum of 1-2 years administrative experience in the financial management field, A valid driver's license. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management and Development System, National and Provincial Treasury practice notes. Skills: Computer literacy, Report writing, Problem solving, Analytical, Interpersonal Relations, Planning and organizing, Communication, Financial Management, Driving, Numeracy/ accounting.
- DUTIES** : Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.
- ENQUIRES** : Ms NC Gebashe Tel No: (031) 336 8787, EThekweni South District
Ms NW Dladla Tel No: (031) 336 8727, ILembe District
Ms NND Dlungwane Tel No: (039) 259 7027, Harry Gwala District
Ms TFP Khuzwayo Tel No: (039) 682 7562, UGu District
Ms NP Mhlongo Tel No: (036) 634 6600 (036) 636 1000, UThukela District
Ms RZ Lushaba Tel No: (034) 299 7578, uMzinyathi District
Ms DN Mbonambi Tel No: (035) 571 1000, UMkhanyakude District
- POST 12/137** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: NPO SUPPORT REF NO: DSD23/03/2025HO**
- SALARY** : Grade 1: R367 878 per annum
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Community Development/ Development Studies. A valid driver's license. Minimum of 8 years of experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Public Finance Management Act; Treasury Regulations, Research Methodology, Service Delivery Frameworks, Basic Conditions of Employment Act, Employment Equity Act, Youth Development Policy, National

Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community Development and Project Management Principles. Skills: Communication (verbal and written), Interpersonal, Project Management, Organizational, Report writing, Analytical, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer Literacy, Numeracy and Driving.

DUTIES : Develop, implement and maintain the NPOs support policies; Conduct research and development; Keep up to date with new development of the NPOs; Perform the administrative function required in the unit.

ENQUIRIES : Dr ML Ngongo Tel No: (033) 264 2169

POST 12/138 : **PERSONAL ASSISTANT (X8 POSTS)**

SALARY : R308 154 per annum (Level 07)

CENTRE : CD: Social Welfare & Restorative Services Ref No: DSD94/03/2025CD Restorative

CD Northern Cluster Ref No: DSD95/03/2025CD Northern Cluster

CD Midlands Cluster Ref No: DSD96/03/2025CD Midlands Cluster

Director: eThekweni South District Ref No: DSD97/03/2025DirectorETS

Director: Amajuba District Ref No: DSD98/03/2025DirectorAMAJ

Director: Zululand District Ref No: DSD99/03/2025DirectorZUL

Director: uMkhanyakude District Re. No: DSD100/03/2025DirectorUMKH

Director: UGU District Ref No: DSD101/03/2025DirectorUGU

REQUIREMENTS : Qualifications: National Diploma in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. Minimum of 3 – 5 years' experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. Skills: Language, Good telephone etiquette, Computer literacy, Sound organizational behavior, Communication (verbal & written), Numeracy.

DUTIES : Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the senior management regarding meetings; Support the senior manager with the administration of the budget; Study the relevant Public Service and departmental prescripts/ policies and other documents.

ENQUIRIES : Mrs PN Mkhize Tel No: (033 264 2079) CD: Social Welfare & Restorative Services

Mrs FN Ntombela Tel No: (035 874 4561) CD Northern Cluster

Mr PP Ndaba Tel No: (036 636 1000) CD Midlands Cluster

Ms NY Mthembu Tel No: (017 735 3822) Amajuba District

Mrs FN Ntombela Tel No: (035 874 4561) Zululand District

Ms TN Ndlovu Tel No: (031 336 8705) eThekweni South District

Mr SS Mngomezulu Tel No: (035 571 1000) uMkhanyakude District

Mr S Govender Tel No: (039 682 7506) UGU District

POST 12/139 : **SERVICE MONITOR REF NO: DSD102/03/2025HO (X3 POSTS)**

SALARY : R308 154 per annum (Level 07)

CENTRE : Head office, Pietermaritzburg

REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Science. A Valid Driver's License, A minimum of one-year experience in monitoring and evaluation/ quality assurance/ performance monitoring. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Service Delivery Frameworks, Government- wide Monitoring & Evaluation System, Framework for Strategic planning & Annual Performance Plan, Impact Assessment, Provincial Growth & Development Plan. SKILLS: Analytical thinking, Computer literacy, Driving, Report Writing, Problem solving, Presentation, Organizing, Communication (verbal & written), Time management, Numeracy.

DUTIES : Implement a monitoring and evaluation framework with regards to monitoring in the department and NPO's; Conduct monthly verifications sessions; Conduct quarterly validations sessions; Produce and disseminate information/ reports on Monitoring and Evaluation outcomes, techniques, processes and tools to

- relevant stakeholders; Co-ordinate the flow of performance information reporting.
- ENQUIRIES** : Mr PR Madela Tel No: (033) 264 5411
- POST 12/140** : **DRIVER/MESSENGER REF NO: DSD103/03/2025EXEC**
- SALARY** : R183 279 per annum. (Level 04)
- CENTRE** : Head office, Pietermaritzburg
- REQUIREMENTS** : qualifications: Grade 10, Minimum of 7-12 months experience in driving. knowledge: Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintained properly; Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills: Language; Writing; Computer Literacy; Driving; Communications (verbal & written); Interpersonal; Planning; Organizing.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timeously; Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/ messenger service in the office.
- ENQUIRIES** : Ms NHP Khanyile Tel No: (033) 264 5402

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 22 April 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. 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. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

- POST 12/141** : **DIRECTOR: CONDONATION OF IRREGULAR EXPENDITURE REF NO: KZNPT 25/18**
3-year contract
- SALARY** : R1 216 824 per annum, (all-inclusive annual package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Management or Supply Chain Management. SMS Pre-Entry certificate as endorsed by the National School of Governance(submitted prior to appointment). A minimum of 5 years'

middle/senior management experience in Financial Management or Supply Chain Management. A valid driver's license. Skills, Knowledge and Competencies: Public Finance Management Act and Treasury Regulations. Constitution of the Republic of South Africa. Public Service Act, 1994. PSRF (Public Service Regulations Framework). National Treasury Instruction Notes and guidelines. National and Provincial Treasury policies, practice notes and guidelines. MTEF. Planning Frameworks relevant legislation and plans. Strategic Plan. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. Provincial Growth and Development Plan. Knowledge of Accounting Frameworks. SCM Practices and Procedures. Financial Systems. Advanced MS Office Applications. Computer literacy. Strategic Planning and Management. Innovative thinking. Analytical. Decisiveness. Reporting. Problem Solving. Inter-personal relations. Risk Management. Human Resource Management. Financial Management. Analytical and quantitative method tools. Project Management. Research. Policy Development. Conflict Management.

DUTIES : Facilitate the development and maintenance of policies, strategies and procedures for condonation of irregular expenditure. Facilitate implementation of processes and internal controls to identify, investigate and condone irregular expenditure. Provide consultative support and liaison services to stakeholders in the identification, investigation and condonation of irregular expenditure. Oversee the condonation of irregular expenditure process in accordance with the Irregular Expenditure Framework, issued in accordance with National Treasury Instruction No. 2 of 2019/2020. Facilitate the capacitation of officials on the condonation of irregular expenditure. Manage the resources of the directorate.

ENQUIRIES : Ms A Singh Tel No: (033) 897 4549

OTHER POST

POST 12/142 : **DEPUTY DIRECTOR: MUNICIPALITIES & MUNICIPAL ENTITIES RISK & ADVISORY SERVICES REF NO: KZNPT 25/15**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive annual package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3-year NQF Level 7 Bachelor's Degree or higher qualification with Accounting and Risk Management as majors or related field. A minimum of 3 years' junior management experience in Risk Management /Auditing environment. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis, Risk Management Practices. Risk Management. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities; Maintain high standard of honesty, objectivity, diligence, and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet

DUTIES : Develop norms and standards on risk management and internal audit. Monitor, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standards. Provisioning of support and capacity building. Ensure the development and maintenance of provincial risk register. Manage Resources of the Sub-Directorate.

ENQUIRIES : Mr P Moloi Tel No: (033) 897 4664