

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

<u>APPLICATIONS</u>	:	With the implementation of the on-line 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) (b) 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.
<u>FOR ATTENTION</u>	:	Ms. S.S Ngcobo
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	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. Persons with disabilities are also encouraged to apply.

OTHER POSTS

<u>POST 15/231</u>	:	<u>OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT REF NO: CSL15/2025</u> This is a re-advertisement of post number CSL05/2024. Applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package) is payable to the successful 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.
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF level 6) or higher in Public Administration or Office Administration with a minimum of 3 years junior management experience. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of public service regulations, PFMA, Public service regulations, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, Financial Management skills.
<u>DUTIES</u>	:	To provide administrative support to the Head of Department. Manage resources in the office of the Head of Department. Coordinate, manage and quality control information and communication between the Department, HOD and the Office of the Premier. Coordinate and provide secretarial services to the departmental meetings. Source information required by the Head of Department.
<u>ENQUIRIES</u>	:	Ms. G.P Xaba Makhetha Tel No: (033) 341 9300
<u>POST 15/232</u>	:	<u>ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: DURBAN NORTH REF NO: CSL16/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Facilitate the establishment and maintenance of 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.
<u>ENQUIRIES</u>	:	Durban North District – Ms. Z. Mlata Tel No: (031) 368 1245
<u>POST 15/233</u>	:	<u>ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET AUDITING – ETHEKWINI</u> <u>REGION REF NO: CSL17/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pinetown
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Law/ LLB/ B.Proc/ B.Juris/ Police or Social Science or Criminology together with a minimum of 3-year appropriate experience in prosecution or criminal investigation or monitoring and evaluation together with a valid driver's license. Applicants must be prepared to work extended hours. Knowledge Constitution, Criminal Law, Law of Evidence, Criminal Procedure Act, Criminal Justice System, Public Service Act and Regulations, PFMA, Civilian Secretariat for Police Act, SAPS Act, Domestic Violence Act, Policing Policies, Procedures and Standing Orders. Criminal Investigation/Prosecution, Communication, Project management, Report writing, Financial Management, Conflict Resolution.
<u>DUTIES</u>	:	The successful candidate will be required to conduct dockets and case monitoring in all police stations within eThekweni metro. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the district. Monitor and evaluate the service delivery of police stations and clusters in the district, with emphasis to processing of dockets and cases. Address complaints against police stations in the district by carefully scrutinizing dockets and cases. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in police oversight with relevant organisations within the district.
<u>ENQUIRIES</u>	:	Mr. R.L Goniwe Tel No: (033) 341 9300

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>APPLICATIONS</u>	:	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).S
<u>FOR ATTENTION</u>	:	Mrs PN Mkhize
<u>CLOSING DATE</u>	:	23 May 2025
<u>NOTE</u>	:	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. 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. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address.

OTHER POST

POST 15/234	:	<u>ASSISTANT DIRECTOR: PERSAL CONTROLLER REF NO: DSD01/04/2025HO</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma/ Bachelor's Degree (NQF Level 7) in Human Resource Management/Personnel Management / Public Administration/ Public Management. PERSAL Controllers certificate. A valid driver's license. Minimum of 3 - 5 years' experience in Human Resource Administration. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, PERSAL procedures, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Employee Performance Management and Development System. Skills: Communication, Report writing, Leadership, Computer literacy, Interpersonal relations, Problem solving, Time management, Project management, Negotiation, Financial management, Planning, Organizing, Research, Analytical thinking, Driving.
<u>DUTIES</u>	:	Control PERSAL system. Ensure the maintenance of the register for PERSAL user profiles. Provide PERSAL training. Administer a help desk facility. Provide Biometric Access Control. Provide advice, guidance and input to policies. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr M Apps Tel No: (033) 264 2077

DEPARTMENT OF TRANSPORT

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

<u>APPLICATIONS</u>	:	Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at 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 . 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.
<u>CLOSING DATE</u>	:	23 May 2025 (at 16h00). Applications received after the closing date and time will not be considered.
<u>NOTE</u>	:	Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. 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.

OTHER POSTS

- POST 15/235** : **ASSISTANT DIRECTOR: PUBLIC RELATIONS REF NO: DOT 334/2025**
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** : R468 459 per annum (Level 09)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Public Relations / Journalism / Marketing / Event Management (NQF Level 6 or higher); plus A minimum of 3 years supervisory experience in a communications environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the KZN DOT programmes. Good communication and interpersonal skills supported by knowledge of the Department and an understanding of current transport issues and government policies. Good knowledge of Public Relations and Events Management. Proficiency in at least (two) 2 official languages, of which isiZulu will be an advantage. Strategic planning and co-ordination skills. Excellent communication skills (verbal, written and networking). Motivational/Leadership skills. Computer Literacy. Ability to manage electronic dissemination of information. Good writing, editing and verbal skills. Good interpersonal relations skills. The ideal candidate should be timeous, accurate, be able to pay attention to detail, have the ability to work independently and under pressure according to strict deadlines and be efficient.
- DUTIES** : Ensure organization of special events such as conferences, launches, festivals and other departmental functions and other gatherings. Ensure effective and effective public relations services during departmental events and create a platform for public interaction and participation. Develop and implement effective promotion of departmental events through mobilization by print or electronic media (print and radio adverts). Ensure the promotion of synergy and co-operation of events through exchange of information amongst the various Directorates /components within the Department. Ensure communication/administrative duties are carried out effectively within the component. Exercise control over staff within the component.
- ENQUIRIES** : Mr N Sibiya at 082 375 4742
FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.
APPLICATIONS : 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 X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- POST 15/236** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DOT 335/2025**
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** : R468 459 per annum (Level 09)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An Undergraduate qualification in Public Relations / Journalism / Marketing (NQF Level 6); plus A minimum of 3 years' supervisory experience in Communications; plus A valid drivers licence (minimum code B). Knowledge, Skills and Competencies Required: Understanding of Public Service and Departmental policies, research, analysis, objective and development. Knowledge of governing media, marketing, advertising and desktop publishing. Knowledge of journalism and media operations. Knowledge of planning and organising. Computer Literacy. Clear conceptual understanding of transformation (change management) and Affirmative Action. Presentation, organizational and research skills. Analytical skills, leadership and reporting writing skills. Communication, conflict management and driving skills. Listening, analytical thinking, Interpersonal relations and strategic planning skills. Financial management, time management and problem solving skills. Change management skills. Self-disciplined and able to work under pressure with minimum supervision. Project management, people management skills and relationship management. Decision making, facilitation and risk management skills. Strategic direction and Project planning skills. The ideal candidate should be approachable, team orientated and receptive to suggestions and ideas.
- DUTIES** : Develop media statements on departmental programmes and activities. Monitor media coverage and provide responses. Co-ordinate media briefings and press conferences. Provide access to information (content gathering, production and dissemination). Co-ordinate the development and implementation of policies. Manage the effective utilisation of resources.
- ENQUIRIES** : Mr N Sibiya at 082 375 4742
APPLICATIONS : 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.

**FOR ATTENTION
NOTE**

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

POST 15/237

: **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT AND OFFICE SERVICES REF NO: DOT 336/2025 (X3 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus 3 years clerical / administrative fleet management working experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of National Road Traffic Act. Understanding of Fleet Management Policies and Procedures. Understanding of Public Service and Departmental Policies. Understanding of Departmental strategies and related operational plans. Computer literacy. Problem solving skills. Good communication skills. Ability to manage multiple responsibilities simultaneously. Report writing skills. Interpersonal relation skills. Numeracy skills. Time management skills. Decision making skills. The ideal candidate must show willingness to learn, be able to work independently and be a team player. He/ She must also be honest, show integrity, be service orientated and must also show willingness to work under pressure.

DUTIES

: Ensure control and maintenance of the Head Office fleet. Ensure that administrative duties are carried out effectively. Oversee the verification, investigation and processing of Fleet Exception reports. Ensure the proper completion and scrutiny of all records and returns concerning transport i.e logbooks completed on a monthly basis. Supervise staff and provide training to Local Transport Officers in respect of official transport.

**ENQUIRIES
FOR ATTENTION
APPLICATIONS**

: Mr J Ncube Tel No: (033) 355 8619
: Mr B Hornsby
: 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.

NOTE

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

POST 15/238

: **ADMINISTRATIVE OFFICER: AGENCY SUPPORT SERVICES REF NO: DOT 337/2025**
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**

: R325 101 per annum (Level 07)
: Motor Transport Services, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years Natis experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the National Road Traffic Act (Act No 93 of 1996) and its relevant Regulations and all amended Regulations. Knowledge and the ability to apply the new Public Service Regulations and Labour Relations Act. Knowledge of the Basic Conditions of Employment Act, Employment Equity Act, Skills Audit & Development Act, Public Service Act. Extensive knowledge of the eNaTIS and its application in terms of the National Road Traffic Act, Public Finance Management Act and relevant Treasury Regulations. Knowledge of internal procedures (circulars). Knowledge of Public Service reporting procedures. Ability to apply and interpret policies and procedures. Problem solving and decision-making skills. Report writing and formulation skills. Good interpersonal and negotiation skills. Ability to deal with a variation of functions at any given time without losing control. Ability to inspire and motivate trainees. Analytical and spontaneous thinking skills. Good communication skills. Organizational / Supervisory skills. Skills in the presentation and facilitation of training courses and lectures. The ideal candidate should be able to work independently, be honest and loyal, conscientious and friendly, trustworthy and reliable and have an innovative and pragmatic disposition. He/she should also be able to work under pressure and overtime, be able to motivate and inspire others, be a team player and amenable to suggestions, responsible and committed to promoting service delivery.

DUTIES

: Provide in-depth and extensive training annually for NaTIS users in the Province of KZN at the registering authorities. Ensure the proper application of relevant motor vehicle registration and licensing forms and balancing of face value documents. Ensure accurate dissemination of information and application of relevant Road Traffic Legislation, procedures/policies, new software releases, the NaTIS etc. Monitor progress and identify problem areas at the Registering Authorities/Agencies in KZN as well as conducting appropriate follow up visits on training. Ensure an acceptable standard of service delivery in terms of Motor Licensing Commission Charter/Batho Pele Principles/Good Governance. Perform auxiliary duties at the registering authorities.

ENQUIRIES

: Mr M Mdlalose Tel No: (033) 395 1985

<u>APPLICATIONS</u>	:	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 .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 15/239</u>	:	<u>ADMINISTRATIVE CLERK (PRODUCTION): TRAFFIC LAW ADMINISTRATION REF NO: DOT 338/2025 (X2 POSTS)</u>
		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.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Cost Centre, Newcastle: Ladysmith Region
	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of the following as pertaining to the Motor Licensing Bureau: eNatis, Road Traffic Act 93 of 1996, Public Service Act and Regulations, Public Service Code of Conduct, Good Governance principles, Service Delivery, Batho Pele principles and adherence to commitment charter. Communication skills. Computer literacy. Good human relations skills. Ability to accurately handle cash and other methods of payments. Basic accounting skills. Innovative thinking skills.
<u>DUTIES</u>	:	Provide administrative support, detailed verification of the documentation submitted on application for the registration and licensing of motor vehicles to ensure that all aspects are valid and correct. Collection, receipting and banking of all State revenue. Verify all face value transactions executed, ensure compliance with prescribed legislation and administer and maintain a comprehensive stock inventory and assets control register. Provide support for the public counter through online transactions as well as the preparing and retrieval of documentation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms G Majosi Tel No: (034) 318 8600
	:	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 .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 15/240</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Cost Centre, Eshowe Ref No: DOT 339/2025 (X3 Posts)
	:	Cost Centre, Ulundi Ref No: DOT 340/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, MS Excel, MS Access and E-mail. Knowledge of Human Resource Management policies, procedures, prescripts and regulations. Knowledge of how to keep and maintain Acts. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of records management and registry procedures. Organizational, decision making and problem solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize work. Ability to operate a PC. Ability to communicate with various role players. Problem solving skills. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should have the ability to maintain strict confidentiality, be teamwork orientated and an innovative thinker. He/she should also have initiative, be responsible and courteous.
<u>DUTIES</u>	:	Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre. Provide a support service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to the Cost Centre staff in respect of general benefits, housing, leave matters, Employee Performance Management and Development System, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR, exits from service at the Cost Centre. Perform all HR duties related to Zibambele Contractors.
<u>ENQUIRIES</u>	:	Ms NP Khaile Cost Centre, Eshowe Tel No: (035) 474 2031
	:	Ms NG Nxumalo Cost Centre, Ulundi Tel No: (035) 879 8120
<u>APPLICATIONS</u>	:	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 .
<u>FOR ATTENTION</u>	:	Mr B Hornsby

<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 15/241</u>	:	<u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: DOT 341/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Regional Office, Empangeni
<u>REQUIREMENTS</u>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4, plus A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, excel, Access and E-mail. Knowledge of Human Resource Management, policies, procedures, prescripts and regulations. Keep and maintain Act. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of record Management and registry procedure. Organisational, decision-making and problem-solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize the work. Ability to operate a PC. Ability to communicate with various role players. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should be team work orientated, innovative thinker, responsible, courteous and maintain a strict level of confidentiality.
<u>DUTIES</u>	:	Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Region. Provide a support and advisory service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to Regional / Cost Centre staff in respect of general benefits, IOD, housing, leave matters, Performance Management and development system, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR, exits from service for the Regional Office.
<u>ENQUIRIES</u>	:	Ms GS Dlamini Tel No: (035) 787 1442
<u>APPLICATIONS</u>	:	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 .
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.