

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS**

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 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.

CLOSING DATE

: 13 June 2025

NOTE

: 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. 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 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. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.

MANAGEMENT ECHELON

<u>POST 17/258</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: HO/CFO/052025</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognised NQF level 7 post qualification in Financial or Business Management/ Administration plus 5 years relevant experience at a senior management level in commercial finance/ operational environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
<u>DUTIES</u>	:	Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realise the objectives of the Annual Performance Plan. Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money for good and services. Manage construction procurement services and Internal Control. Manage the development and implementation of policies. Manage the resources. Skills, Training and Competencies: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills
<u>ENQUIRIES</u>	:	Dr V Govender (Acting Head of Department) Tel No: (033) 355 5533
<u>NOTE</u>	:	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.
<u>POST 17/259</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: HO/D/HRM&D/052025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognised NQF level 7 qualification in Human Resource management plus 5 years relevant experience at a senior or middle managerial level within a human resource environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers license and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.
<u>DUTIES</u>	:	Manage the provision of Human Resource Administration services. Manage Employee Health and Wellness programmes. Manage Labour Relations. Manage Human Resource Utilisation and Capacity Building. Manage the development and implementation of policies. Manage the resources of the Directorate. Skills, Training and Competencies: Understanding of all relevant prescripts. Interpretation and application of policies /legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills
<u>ENQUIRIES</u>	:	Dr V Govender (Acting Head of Department) Tel No: (033) 355 5533
<u>NOTE</u>	:	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.

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.

<u>APPLICATIONS</u>	:	KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also
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CLOSING DATE
NOTE

be submitted via the e-services system, please assess this site (eservices.gov.za).

06 June 2025

Applications must be submitted on the prescribed application z83 form, available from any Public Service Department and can be downloaded at www.dpsa.gov.za-vacancies and a comprehensive Curriculum Vitae. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. 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: African Males, African Females and people with disabilities who meet the requirements. Applications that do not comply with all these instructions will not be considered.

OTHER POSTS

POST 17/260

DEPUTY DIRECTOR: RISK AND ADVISORY SERVICES (CLUSTERS) REF NO: KZNPT 25/23

SALARY
CENTRE
REQUIREMENTS

R896 436 per annum, (a remuneration package)
KZN Provincial Treasury, Pietermaritzburg
NQF level 7 or higher qualification with Financial Accounting as major subject, Membership of the Institute of Risk Management of South Africa (IRMSA). A minimum of 3 years' experience at junior management level in accounting environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: PFMA, Treasury Regulations, Accounting Principles. Analytical Organizing Presentation/report writing. Numeracy Advanced Excel Communication Planning Problem solving Project Management.

DUTIES

Monitor, enforce and report on the effective implementation of the PFMA, Treasury regulations and Risk Management Framework to ensure compliance. Provide support and capacity building to provincial departments and public entities. Develop financial systems policies, procedure manuals and best practices. Develop and maintain the risk register within the departments. Manage the component.

ENQUIRIES
FOR ATTENTION

Mr K Malapane Tel No: (033) 897 4417
Ms LM Chauque

POST 17/261

ASSISTANT DIRECTOR: BAS: REF NO: KZNPT 25/23

SALARY
CENTRE
REQUIREMENTS

R468 459 per annum, (a remuneration package)
KZN Provincial Treasury, Pietermaritzburg
A 3year National Diploma NQF Level 6 or higher in Accounting or Financial Information Systems. A minimum of 3-years junior management experience in a government financial systems environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. skills, knowledge, and competencies: Working knowledge of Financial Systems such as HARDCAT, BAS etc. and relevant prescripts, National Treasury circulars, Knowledge of Treasury Regulations, Knowledge of Financial Regulations, Knowledge of the Public Finance Management Act, Basic knowledge of the integrated systems used by Departments in the Province, Knowledge of project management methodologies, Knowledge of Information Security, Regulation of Interception of Communications and Provision, Communication-related information Act

(Information Act). Project management skills, Good inter-personal relations skills, Problem solving skills, Risk management skills, change management skills, Presentation skills, Policy analysis and development, Self-disciplined and able to work under pressure with minimum supervision, People management, Ability to interpret written requirements and technical specification documents. Ability to work well within a team.

DUTIES

: Facilitate the provision and guidance of functional support rendered to Provincial financial systems users. Facilitate the provision of financial systems training. Develop financial systems policies, procedure manuals and best practices. Facilitate and conduct information sessions on financial systems. Manage resources of the Unit.

**ENQUIRIES
FOR ATTENTION**

: Mr K Mqadi Tel No: (033) 897 4585
: Ms Z Ndlela