



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

### **KWAZULU-NATAL PROVINCE DEPARTMENT OF PUBLIC WORKS**

**POST:** CHIEF DIRECTOR: CORPORATE SERVICES

**SALARY:** R1,371,558 per annum (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

**SALARY LEVEL:** 14

**CENTRE:** HEAD OFFICE: PIETERMARITZBURG

**REF. NO.** HO/CDCS/052024

**REQUIREMENTS:** An appropriate and recognised NQF level 7 qualification plus 5 years relevant experience at a senior managerial level in a corporate support services environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be submitted prior to appointment.

**KEY PERFORMANCE AREAS:** Oversee the management of Strategic Management and planning, monitoring and evaluations. Oversee the management and the provisioning of legal services and communication services. Manage Human Resource Management. Manage Information Communication and Technology and Organisational Development and efficiency services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**RECOMMENDATION:** 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.

Enquires: Mr SP Majola (Head of Department: Tel: 033 – 355 5562)

**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.**

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## 1. DIRECTIONS TO CANDIDATES

### **Note to applicants:**

- 1.1 The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply.
- 1.2 Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website [www.kznworks.gov.za](http://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.
- 1.3 **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](mailto: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](http://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](http://www.kznonline.gov.za/kznjobs).”**

- 1.4 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).
- 1.5 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.
- 1.6 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.
- 1.7 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.
- 1.8 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.

**Closing date: 28 June 2024**