



## KWAZULU-NATAL PROVINCE

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

Directorate: Human Resource  
Management  
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**To: Qualifying Departmental Employees**

**INTERNAL VACANCY CIRCULAR NO. 01 OF 2023**

1. This circular is issued in terms of the provisions of as per delegation 64 of the HR Delegations of Authority.
2. The contents of this circular must without delay be brought to the attention of all eligible employees on your establishment, including those in Regional Offices and District Offices. Departments must try to notify all potential candidates who may qualify for post/s in this Circular Minute even if they are absent from their place of work.

**Note to applicants:**

3. The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.
4. 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.
5. 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

**HEAD OFFICE 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 HEAD OFFICE POSTS Director:

Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs. ZJ Hlongwane, or alternatively it can be Hand Delivered to: 191 Prince Alfred Street, Oliver Tambo House, Pietermaritzburg, 3200 or online via [kznpw.jobs.headoffice@kznworks.gov.za](mailto:kznpw.jobs.headoffice@kznworks.gov.za).

6. 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).
7. 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.
8. 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.
9. 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.
10. 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.
11. **Please note that the advertisement is targeting only contract Architects from within the Department.**

**Closing Date: 13 October 2023**



**ACTING HEAD: PUBLIC WORKS**

22/9/2023  
DATE



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**APPLICATIONS ARE ONLY INVITED FROM REGISTERED  
CONTRACT PROFESSIONALS WITHIN THE DEPARTMENT IN THE  
BUILT ENVIRONMENT FOR PERMANENT APPOINTMENT TO  
VACANT PROFESSIONAL POSTS**

**CENTRE** : HEAD OFFICE

**POST** : ARCHITECT PRODUCTION GRADE A (2 POSTS)

**REFERENCE** : INT/ARCH/HO/092023

**SALARY PACKAGE** : R 687, 879 annum in line with the provisions of the applicable (OSD). In respect with Architect all-inclusive package

**REQUIREMENTS:** An appropriate Bachelor's Degree in Architecture, proof of a valid registration, proof of a valid registration as a Professional Architect with SACAP, relevant three years post qualification experience, computer literacy and valid driver's licence.

**KEY PERFORMANCE AREAS:** Commensurate with duties applicable to the Architect Occupation as provided for in the OSD.

**ENQUIRIES:** Dr. S Gichia Tel: 033 355 5534

**CLOSING DATE:** 13 October 2023

**NB:** Applications who do not possess valid Professional Registration accreditation will not be considered. The remuneration packages reflected for the above-mentioned production posts are the minimum packages quoted and may be reviewed subject to appropriate post-registration relevant experience. This advertisement is targeting qualifying candidates from within the Department only.