



KWAZULU-NATAL PROVINCE

PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

APPLICATIONS ARE INVITED FROM INTERESTED REGISTERED PROFESSIONALS IN THE BUILT ENVIRONMENT FOR APPOINTMENT TO VACANT PROFESSIONAL POSTS WITHIN THE DEPARTMENT

PROFESSIONALS

Post : Chief Construction Project Manager Grade A – 2 posts
Salary : R1,042,827 per annum (All-inclusive salary package)
Reference : CHCPM/SR/010921–Southern Region & CHCPM/NCR/010921 – North Coast Region
Centre : Southern Region (Pietermaritzburg) & North Coast Region (Ulundi)

REQUIREMENTS: An appropriate qualification, proof of valid registration as a Professional Construction Project Manager with the SACPCMP, relevant six years' post registration experience as a registered Professional Construction Project Manager and a valid driver's licence.

Post : Engineer (Production) Grade A (Civil/Structural) - 1 post
Salary : R718,059 per annum (All-inclusive salary package)
Reference : ENG/CS/HO/010619
Centre : Head Office (Pietermaritzburg)
Preference : Candidates in the Structural Discipline

Post : Engineer (Production) Grade A Electrical/ Mechanical/ Civil/ Structural) – 4 x posts
Salary : R718,059 per annum (All-inclusive salary package)
Reference : ENG/MR/010921, ENG/NCR/0100921
Centre : North Coast Region (Ulundi) - 3 posts and Midlands Region (Ladysmith) - 1 post

REQUIREMENTS: An appropriate Bachelor's Degree, 3 years post qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.

Post : **Quantity Surveyor (Production) Grade A - 2 posts**
Salary : **R618,732 per annum (All-inclusive salary package)**
Reference : **QS/NCR/010921**
Centre : **North Coast Region (Ulundi)**

REQUIREMENTS: An appropriate Bachelor's Degree, 3 years post-qualification quantity surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.

Post : **Construction Project Manager (Production) Grade A - 4 posts**
Salary : **R718,059 per annum (All-inclusive salary package)**
Reference : **CPM/SR/010921 - 1 post, CPM/MR/0100921 - 3 posts**
Centre : **Southern Region (Pietermaritzburg) x 1 post & Midlands Region (Ladysmith) x 3 posts**

REQUIREMENTS: An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B.Tech with a minimum of 4 years certified managerial experience Or a Honours Degree with a minimum of 3 years experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

KEY PERFORMANCE AREAS: Commensurate with duties applicable to the abovementioned occupation as prescribed in the OSD.

RECOMMENDATIONS: Fluency in English is essential. Knowledge of legislative prescripts governing the Public Service. Managerial experience. Good communication and customer care skills. Knowledge of Project and Programme Management. Computer literacy in MS Office, Windows and AutoCAD Programmes. Strong verbal and written communication skills. Good analytical skills. Sound report writing skills. Organizational skills. Able to work under pressure and excellent knowledge of all relevant aspects related to the post.

ENQUIRIES: Dr S Gichia (Head Office posts) Tel: (033-355 5534)
 Ms NQ Dube (Southern Region posts) Tel: (033 – 8971422)
 Ms D Fihlela (North Coast Region posts) Tel: (035- 8743349)
 Mr WG Hadebe (Midlands Region posts) Tel: (036- 6388071)

HEAD OFFICE- PIETERMARITZBURG

POST : DIRECTOR: PROVINCIAL EXPANDED PUBLIC WORKS PROGRAMME

SALARY: R1,057,326 per annum (all inclusive package to be structured in accordance with the rules for SMS)

SALARY LEVEL : 13

REF : D/PEPWP/092021

CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: Grade 12 plus a Bachelor's Degree or Advanced Diploma (NQF Level 7) plus a minimum of five (5) years middle/ senior managerial experience within the Expanded Public Works Programme environment including technical support/programme/project management/stakeholder management /community development environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will be required to also produce a SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

KEY PERFORMANCE AREAS: Manage and facilitate provincial coordination. Manage and coordinate municipal monitoring and evaluation. Manage and facilitate provision of technical support to all EPWP stakeholders and Public Bodies. Manage the development and implementation of policies. Management of the resources of the Directorate.

SKILLS, KNOWLEDGE& COMPETENCIES: Knowledge of relevant prescripts Strategic capacity and leadership. Programme and Project Management. People management, client orientation and customer focus.

ENQUIRIES: Mr DB Dlamini 033 - 3555622

POST : DEPUTY DIRECTOR: YOUTH, WOMAN AND PEOPLE WITH DISABILITIES
SALARY : R 733 257 per annum (all-inclusive package)
SALARY LEVEL : 11
REF : DD/YWD/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma in Development Studies/ Public Management/ Administration/ Community Development with a minimum of three (3) years relevant junior management experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Facilitate and manage the implementation of Youth Development programmes. Ensure implementation of woman empowerment programmes. Ensure the implementation of empowerment programmes of people with disabilities. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

RECOMMENDATIONS: Deep knowledge of wide range of procedures and processes of prescripts. Good communication skills, leadership skills, People management and empowerment skills and service delivery.

ENQUIRIES: Ms D Mncube 033 355 5603

POST : DEPUTY DIRECTOR: PROGRAMME MANAGEMENT (HEALTH)
SALARY : R869 007 per annum (all-inclusive package)
SALARY LEVEL : 12
REF : DD/PM/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma in Built environment or related field / discipline plus minimum of three years relevant experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Manage the scheduling of programmes in consultation with Client Departments. Manage and monitor programme expenditure and the preparation of financial progress report. Provide advice and guidance to Client Departments. Manage the development of policies. Manage the resources of the component.

RECOMMENDATIONS: Knowledge: Public Service Act / Regulations, Skills Development policies and strategies. Excellent communication (verbal, written and networking).

ENQUIRIES: Ms Pfute 033 3555500

POST : **DEPUTY DIRECTOR: COMMUNICATION**
SALARY : **R 733 257 per annum (all-inclusive package)**
SALARY LEVEL : **11**
REFERENCE : **DD/COM/2021**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**

REQUIREMENTS: An appropriate Degree or National Diploma in Communication/ Public Relations Management with a minimum of three (3) years relevant junior management experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Co-ordinate internal and external communication services. Ensure the promotion and marketing of the department and its corporate identity. Facilitate and coordinate the continuous updating of the Departmental Website through ICT and SITA. Co-ordinate the development and implementation of communication strategy. Develop policies aimed at improving service delivery. Manage resources of the Sub-directorate.

RECOMMENDATIONS: Reporting and administration procedures relating to specific working environment including norms and standards, Public relations, Communication and protocol. People management skills, Relationship Management, Decision Making, Language skills, Listening skills, Presentation skills

ENQUIRIES: Mr. NL Sibiya 033 355 5493

POST : **RECORDS MANAGER (DEPUTY DIRECTOR)**
SALARY : **R 733 257 per annum (all-inclusive package)**
SALARY LEVE : **11**
REFERENCE : **DD/RM/2021**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**

REQUIREMENTS: An appropriate Degree or National Diploma with a minimum of three (3) years junior management experience in the field of records management. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Manage and co-ordinate records classification system. Manage the disposal of records. Ensure compliance through monitoring and evaluation. Manage registry services and ensure that all records are kept in

safe custody. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

RECOMMENDATIONS: Information management, Transaction Processing Systems, Database Management Systems, Data Warehouses, National Archives Act, Basic Conditions of Service Act, Metadata systems, Business system analysis Communication skills, Teamwork, Planning & time management. Influencing, Managing performance, Project management, Interpersonal skills, HRM skills, Information audits, Presentation skills and Supervisory skills.

ENQUIRIES: Mr PW Duma 033 2604201

POST	: DEPUTY DIRECTOR: EPWP (SECTOR DEPARTMENTS, NON STATE, MUNICIPAL AND ENTERPRISE DEVELOPMENT)
SALARY	: R 733 257 annum (all-inclusive package)
SALARY LEVEL	: 11
REFERENCE	: DD/EPWP/2021
CENTRE	: HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma in Development Studies/Public Administration/Public Management/ Built Environment with a minimum of three (3) years' relevant junior management working experience in the empowerment/development environment. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's license

KEY PERFORMANCE AREAS: Manage and monitor the creation of work opportunities. Manage and assess the impact of project/programmes. Manage and provide capacity building of stakeholders. Manage the development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources of the sub-directorate.

RECOMMENDATIONS: Knowledge of a wide range of procedures and processes such as, Accelerated and shared growth initiative for south Africa (ASGISA), all applicable Legislation, Policies and Practices in Public Service, PFMA, Government's Development Agenda, Government Anti-poverty and Economic Development policies and programmes, EPWP Methodologies/Guidelines. Skills in Analytical, applied strategic and innovative thinking, change management, project management ,diversity management, presentation, problem solving, conflict resolution, Problem solving and analysis, Client Orientation and Customer focus, People Management and Empowerment.

ENQUIRIES: Mr DB Dlamini 033 355 5622

POST : DEPUTY DIRECTOR: STRATEGIC MANAGEMENT
SALARY : R 733 257 per annum (all-inclusive package)
SALARY LEVEL : 11
REFERENCE : DD/SM/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma with a minimum of three (3) years relevant junior management experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Facilitate Departmental Strategic Planning and Implementation processes. Facilitate the compilation of Operational Plans for Directorates. Co-ordinate the assessment and alignment between organisational and individual deliverables on SMS performance agreements. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

RECOMMENDATIONS: Deep knowledge of a wide range of procedures and processes such as knowledge of Public Service Act / Regulations policies and strategies. Departmental / Provincial Legal Policies / Strategies, Policy Formulation. Change Management, Service Delivery, People Management and Empowerment, Client Orientation and Customer focus, Communication

ENQUIRIES: Mr. N Zondi 033 355 5419

POST : DEPUTY DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY
SALARY : R 733 257 per annum (all-inclusive package)
SALARY LEVEL : 11
REFERENCE : DD/CM& SD /2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma with a minimum three (3) years relevant junior management experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Design and implement change management initiatives. Facilitate the implementation of diversity management and Batho pele programmes and interventions. Manage the development and review of the service delivery model, customer relations and service delivery improvement plans. Develop policies and strategies aimed at improving service delivery and ensuring Diversity Management. Manage resources of the Sub-directorate.

RECOMMENDATIONS: Knowledge: Public Service Act / Regulations policies and strategies. Departmental / Provincial Legal Policies / Strategies. Broad knowledge of Laws, Legislation, Policy and Practices. Understanding HRM practices. Public Service reporting procedures and work environment. Advanced Analytical and numeracy. Advanced Analytical and quantitative method tools. Statistical and quantitative analysis. Advanced Verbal and written communication. Good interpersonal relations

ENQUIRIES: Mrs. BNJ Makhaye 033 260 4064

POST : ASSISTANT DIRECTOR: EPWP
SALARY : R 376 596 per annum
SALARY LEVEL : 09
REF : AD/EPWP/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree or National Diploma in Development Studies/Public Administration/Public Management/Community Development/Built Environment with a minimum of three (3) years' relevant experience in the empowerment/development environment. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence

KEY PERFORMANCE AREAS: Co-ordinate monitoring and evaluation of EPWP projects. Assess the impact of projects/ programmes implemented. Co-ordinate training and development of stakeholders. Provide advice and guidance and inputs to policy. Manage resources of the Division.

RECOMMENDATIONS: Knowledge of a wide range of procedures and processes such as, PFMA, Regulations, CIDB-Building norms and standards, EPWP Methodologies/Guidelines, Chain Management, HR matters. Skills in Analytical, creative and innovative thinking, change management, project management supervisory, diversity management, presentation, problem solving, conflict resolution, Problem solving and analysis, Communication and integrity

ENQUIRIES: Mr DB Dlamini 033 355 5622

POST : ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING
SALARY : R 376 596 per annum
SALARY LEVEL : 9
REFERENCE : AD/HRP/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree\ National Diploma with a minimum of three (3) years' recruitment/ human resource provisioning experience. Computer

literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence

KEY PERFORMANCE AREAS: Manage and co-ordinate recruitment and selection process. Manage appointments on Persal. Manage Human Resource Planning. Co-ordinate and facilitate the development and implementation of employment equity plans. Provide advice and guidance and input to policy. Manage resources of the Division.

RECOMMENDATIONS: Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills. Problem solving and analytical thinking .Strategic planning and coordination. Financial management. Team building. Self-disciplined and able to work under pressure with minimum supervision. Project management skills People management skills. Decision Making

ENQUIRIES: Mr SJ Atwaru 033 260 4104

POST : STATE ACCOUNTANT: BOOKKEEPING
SALARY : R 316 791 per annum
SALARY LEVEL : 08
REFERENCE : SA/BK/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: A Grade 12 plus Degree or National Diploma in Finance and /or related field with a minimum of three (3) years' relevant experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence

KEY PERFORMANCE AREAS: Monitor payment of invoices. Reconciliation of major accounts. Consolidate accruals and commitments. Consolidate information required for disclosure. Supervise human resources/staff.

RECOMMENDATIONS: Basic knowledge of PFMA and Treasury Regulations and Notes. Basic accounting / mathematics. Writing skills; Interpersonal communication Problem solving

ENQUIRIES: Mr. N Buthelezi 033 355 5442

POST : ADMINISTRATIVE OFFICER: STRATEGIC MANAGEMENT
SALARY : R 316 791 per annum
SALARY LEVEL : 08

REFERENCE : AO/STR/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: An appropriate National Diploma/Bachelor's Degree with a minimum of one (1) years' appropriate experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Provide administrative and logistical support for the directorate. Monitor information inputs from internal and external stakeholders. Liaise with different stakeholders to monitor the implementation of the Departmental Strategic Planning. Administer budget and expenditure for the approved budget of the Directorate. Receive and collate report in the annual performance plan

RECOMMENDATIONS: Administration procedure relating to specific working environment including planning and organizing. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration legislation (PFMA, Regulations, Treasury Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette

ENQUIRIES: Mr N Zondi 033 355 5500

POST : ADMINISTRATIVE CLERK: TRANSPORT
SALARY : R 173 703 per annum
SALARY LEVEL : 5
REFERENCE : AC/FM/HO/2021
CENTRE : HEAD OFFICE, PIETERMARITZBURG

REQUIREMENTS: A Grade 12 or equivalent .Proven computer literacy (Ms Word, Excel, PowerPoint and Email).

KEY PERFORMANCE AREAS: Duties will be of a clerical nature within the respective business unit.

RECOMMENDATIONS: Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

ENQUIRIES: Ms T MSOMI 033 355 5500

SOUTHERN REGION-PIETERMARITZBURG

POST : DISTRICT FINANCIAL OFFICER

SALARY : R316 791 PER ANNUM
SALARY LEVEL : 08
REFERENCE : DFO/HG/2021
CENTRE : HARRY GWALA DISTRICT OFFICE - IXOPO

REQUIREMENTS: Grade 12 plus a relevant, accredited Degree or National Diploma with a minimum of 3 years' relevant experience. Computer Literacy in MS Office packages. A Valid Driver's Licence

KEY PERFORMANCE AREAS: Monitor and control payment processes. Control budgetary inputs. Control expenditure trends. Render contract administration, procurement and stores services. Supervise staff.

ENQUIRIES: Ms B Ndaba **TEL NO.** 039 834 0700

POST : ADMINISTRATIVE OFFICER: PROPERTY DEVELOPMENT
SALARY : R257 508 PER ANNUM
SALARY LEVEL : 07
REFERENCE : AO/PD/SR/2021
CENTRE : SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG

REQUIREMENTS: A relevant National Diploma or Degree with a minimum of one (1) year relevant experience or Grade 12 with a minimum of three (3) years relevant experience. Computer Literacy in MS Office packages. A Valid Driver's License

KEY PERFORMANCE AREAS: Co-ordinate and maintain User Asset management Plans. Monitor the security contracts for unutilized sites. Conduct space audits. Co-ordinate land clearance. Supervise, train and develop staff.

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, GIAMA, Analysis and supervisory skills. Pro-active, innovative and be able to work under pressure. Willing to go extra mile to meet deadlines

ENQUIRIES: Mr S L Dlamini (033 8971463)

ETHEKWINI REGION- DURBAN

POST : ASSISTANT DIRECTOR: HR ADMIN AND WELNNESS
SALARY : R376 596 .00 per annum.

SALARY LEVEL : 09
REF : AD/HRM/ETH/2021
CENTRE : ETHEKWNI REGION

REQUIREMENTS: An appropriate Bachelors' degree or National Diploma in Human Resource Management or equivalent with a minimum of 3 years relevant experience in Human Resource Management. Computer literacy in Word processing, Spreadsheet, Presentation, Outlook & Internet Software package. Valid driver's license.

KEY PERFORMANCE AREAS: Administer employee benefits, services terminations and Provisioning. Render leave and PILIR management services. Co-ordinate Employee Health and Wellness Programme. Render Workplace safety. Supervise staff.

RECOMMENDATIONS: Good verbal and written communication skills. Knowledge of the Public Service Act/Regulations, policies and strategies, Departmental/Provincial Policies. Understanding HRM practices in the Public Service Labour Relations Act.

ENQUIRIES Mrs. Z Mdunge 031-203 2143

POST : ASSISTANT DIRECTOR: EPWP
SALARY : R376 596 .00 per annum.
SALARY LEVEL : 09
REF : AD/EPWP/ETH/2021
CENTRE : ETHEKWNI REGION

REQUIREMENTS: An appropriate Bachelors' degree or National Diploma in Development studies' Social Sciences or Public Management. Built-in environment qualification will be an added advantage if coupled with community development experience with a minimum of 3 years' relevant experience. Computer literacy in Word processing, Spreadsheet, Presentation, Outlook & Internet Software package. Valid driver's license.

KEY PERFORMANCE AREAS: Facilitate and promote community Development programmes. Coordinates and promote NYS programmes. Provide advice and guidance to stakeholders' management within EPWP, ECDP's. Promote the Implementation of LIC methods as opposed to the use of machinery. Supervise staff.

RECOMMENDATIONS: Good verbal and written communication skills. Knowledge of the Public Service Act/Regulations, policies and strategies, Departmental/Provincial Policies.

ENQUIRIES Mrs. NF Lembethe 031-203 236

POST : ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL (2 POSTS)
SALARY : R316 791 .00 per annum.
SALARY LEVEL : 08
REF : AO/AQ/ETH/4/2021
CENTRE : ETHEKWINI REGIONAL OFFICE- DURBAN

REQUIREMENTS: A Grade 12 certificate plus an appropriate Degree or National Diploma with a minimum of 1 years' appropriate experience and a valid driver's license. Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook.

KEY PERFORMANCE AREAS: Co-ordinate the eviction, Land exchange and donation. Administer the lease and rentals. Co-ordinate the implementation of expropriation and conveyance processes. Render Estate management services. Implement policies and procedures. Supervise human resources/staff.

RECOMMENDATIONS: Understanding of legislation (PFMA, Regulations, Treasury Regulations, Practice Notes, etc.), understanding HR policies and procedures. Good communication skills and writing skills.

ENQUIRIES MR. VA Phewa 031 203 2247

POST : ADMINISTRATIVE OFFICER: PROVINCIAL INFORMATION (2 POSTS)
SALARY : R316 791 .00 per annum.
SALARY LEVEL : 08
REF : AO/PI/ETH/2021
CENTRE : ETHEKWINI REGIONAL OFFICE-DURBAN

REQUIREMENTS: A Grade 12 certificate plus an appropriate National Diploma or Degree with a minimum of 1 years' appropriate experience and valid driver's license. Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook.

KEY PERFORMANCE AREAS: Maintain and update fixed asset register. Administer vesting of properties. Co-ordinate information towards the development of the User Asset Management. Co-ordinate systems payments, such as Deeds Office & Win Deed. Supervise, train and develop staff.

RECOMMENDATIONS: Understanding of legislation (PFMA, Regulations, Treasury Regulations, Practice Notes, etc.), understanding HR policies and procedures.

ENQUIRIES MR. VA Phewa 031 203 2247

MIDLANDS REGION- LADYSMITH

POST : ASSISTANT DIRECTOR: BUDGETARY CONTROL
SALARY : R 376 596 PER ANNUM
SALARY LEVEL : 09
REF : AD/BC/2021
CENTRE : MIDLANDS REGIONAL OFFICE

REQUIREMENTS: A Grade 12 certificate plus an appropriate relevant Degree / National Diploma with a minimum of 3 years appropriate supervisory experience. Computer Literacy (Ms Word, Excel, PowerPoint and Email). A Valid Driver's License.

KEY PERFORMANCE AREAS: Manage effective and efficient budgetary services within the Region. Manage expenditure and voucher services control. Manage recoveries, payroll and suspense account services. Manage loss control services. Supervise human resources/staff.

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, BAS and PERSAL. Knowledge of the Public Service and related legislation, Supply Chain Management policy and guidelines and generally accepted accounting practices and Government budget processes. Pro-active, innovative and be able to work under pressure. Willing to go extra mile to meet deadlines.

ENQUIRIES: Mr. SN Gumede (036 638 8003)

POST : HR PRACTITIONER: LABOUR RELATIONS
SALARY : R 316 791 PER ANNUM
SALARY LEVELE : 08
REF : HRPL/MR/2021
CENTRE : MIDLANDS REGION

REQUIREMENTS: A Grade 12 certificate plus an appropriate Degree or National Diploma with a minimum of one (1) years' relevant experience. Computer literacy (Ms Word, Excel, PowerPoint and Email). A Valid Driver's License.

KEY PERFORMANCE AREAS: Administer misconduct and disciplinary processes. Administer and facilitate grievance processes. Render advice on Labour Relations matters to Line Managers and Regional staff. Supervise human resources/ Staff.

RECOMMENDATION: Good verbal and written Communication skills. Confidentiality. Honesty. Integrity. Reliability. Punctuality. Interpersonal Relations

ENQUIRIES : Ms. MS Nxasana (036 638 8011)

POST : HR PRACTITIONER: PILIR

SALARY : R 257 508 PER ANNUM
SALARY LEVEL : 07
REF : HRPP/MR/2021
CENTRE : MIDLANDS REGION

REQUIREMENTS: A Grade 12 certificate plus Degree or National Diploma with a minimum of one (1) years relevant experience. Computer literacy (Ms Word, Excel, PowerPoint and Email). A Valid Drivers Licence.

KEY PERFORMANCE AREAS: Administer applications for temporary incapacity leave and cases of possible ill health. Liaison with relevant stakeholders. Coordinate information in respect to Incapacity hearings and collating statistics. Ensure the implementation of Pilir policy by the department. Provide input in the development and implementation of policies. Supervise staff.

RECOMMENDATION: Good verbal and written Communication skills. Confidentiality. Honesty. Integrity. Reliability. Punctuality. Interpersonal Relations

ENQUIRIES : Ms. NWP Mabizela (036 638 8009)

POST : STATE ACCOUNTANT: FINANCIAL ADMINISTRATION
SALARY : R 316 791 PER ANNUM
SALARY LEVEL : 08
REF : SAFA/2021
CENTRE : AMAJUBA DISTRICT OFFICE

REQUIREMENTS: A Grade 12 certificate or equivalent with a minimum of three (3) years appropriate experience. Computer Literacy (Ms Word, Excel, PowerPoint and Email. A Valid Driver's License.

KEY PERFORMANCE AREAS: Monitor payment of invoice (purchase orders and sundry payments). Coordinate budgetary input. Monitor and report on expenditure trends. Supervise human resources/staff.

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, BAS and PERSAL. Knowledge of the Public Service and related legislation, Supply Chain Management policy and guidelines and generally accepted accounting practices and Government budget processes. Pro-active, innovative and be able to work under pressure. Willing to go extra mile to meet deadlines.

ENQUIRIES: Mr. Zakhele Mahaye (034) 312 9188

POST : DEVELOPMENT OFFICER: EPWP
SALARY : R316 791PER ANNUM

SALARY LEVEL : 08
REF : DOEP/2021
CENTRE : MIDLANDS REGIONAL OFFICE

REQUIREMENTS : A Grade 12 certificate plus an appropriate National Diploma or degree with a minimum of (1) years' Community Development experience in the infrastructure sector. Computer literacy (MS Word, Outlook, Power Point and Excel). A Valid Drivers' Licence.

KEY PERFORMANCE AREAS: Coordinate and report on the Expanded Public Works Programme Implementation within the Region. Implementation of Eyesizwe Construction Development Programme. Effective implementation of skills development programmes and NYS Programme. Stakeholder Management. Supervise Staff

RECOMMENDATION: Knowledge of Relevant legislation and Acts related to the Construction Industry, Project Management skills, Communication Skills, Problem Solving Skills, Data Quality management and data capturing.

ENQUIRIES : Ms. JT Ntetha (036 638 8278)

POST : WORKS INSPECTOR: ELECTRICAL/MECHANICAL
SALARY : R 208 584
SALARY LEVEL : 06
REFERENCE : WIE/UTH/2021
CENTRE : UTHUKELA DISTRICT OFFICE (LADYSMITH)

REQUIREMENTS: A Grade 12 certificate plus an appropriate National Diploma or equivalent / N3 and a passed Trade Test in building environment / Registration as an Engineering Technician. A valid driver's license. Computer literacy. (MS Word, Excel)

KEY PERFORMANCE AREAS: Render a basic inspection service of work done on minor new and existing structures. Analyse and compile relevant documentation for work to be done on minor new and existing structure. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works Programme (EPWP)

RECOMMENDATIONS: A relevant appropriate experience in building industry will be an added advantage.

ENQUIRIES : Mr. TI Letompa: Uthukela District (036 638 2900)

POST : WORKS INSPECTOR: STRUCTURAL (2POSTS)
SALARY : R 208 584

SALARY LEVEL : 06
REF : WIS/AMAJ/2021

CENTRE : AMAJUBA DISTRICT OFFICE

REQUIREMENTS: A Grade 12 certificate plus an appropriate National Diploma or equivalent / N3 and a passed Trade Test in building environment / Registration as an Engineering Technician. A valid driver's license. Computer literacy (MS Word, Excel)

KEY PERFORMANCE AREAS: Render a basic inspection service of work done on minor new and existing structures. Analyse and compile relevant documentation for work to be done on minor new and existing structure. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works Programme (EPWP)

RECOMMENDATIONS: A relevant appropriate experience in building industry will be an added advantage.

ENQUIRIES : Mr. ZE Mahaye: Amajuba District (034 312 9188)

NORTH COAST REGION – ULUNDI

POST : ASSISTANT DIRECTOR: ZULULAND SUB-DISTRICT
SALARY : R 470 040 .00 pa
SALARY LEVEL : 10
REF : AD/ZSD/03/2021
CENTRE : ZULULAND SUB-DISTRICT (NONGOMA)

REQUIREMENT: Grade 12 plus an appropriate National Diploma/ Degree with a minimum of three (3) years relevant managerial experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail) A valid driver's licence

DUTIES: Manage and coordinate inspection services. Manage all aspects of technical design, production, operation and maintenance. Administer human resource administration and auxiliary services. Render financial administration and acquisition services. Render Stores and Asset services. Develop strategies, implement policies, procedure and programmes. Manage the resources within the component

RECOMMENDATION: Knowledge of public sector and relevant prescripts, Project management, Financial Management. Presentation and facilitation skills

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

POST : ASSISTANT DIRECTOR: ACQUISITION AND DISPOSAL (IMMOVABLE ASSET)
SALARY : R 376 596.00 P.A
SALARY LEVEL : 09
REF : NCR/AD/ACD/2021
CENTRE : NORTH COAST REGION (ULUNDI)

REQUIREMENTS: A Grade 12 certificate or equivalent plus an appropriate National Diploma/Degree in Public Administration or equivalent qualification with (3) years' relevant supervisory experience. Computer literacy in the following software packages (Word processing, Presentations, Spreadsheet and e-mail Software programmes. A Valid Driver's Licence

KEY PERFORMANCE AREAS: Manage lease agreement and rentals. Manage and co-ordinate the eviction processes. Render Estate management services. Provide advice, guidance and input to policy. Manage the resources of the component

RECOMMENDATIONS: Good knowledge of Public Service Act/ Regulations and policies. KZN Land Admin Act, GIAMA and NIMS

ENQUIRIES: Mr. EMB NTSELE (035) 874 3294

POST : ASSISTANT DIRECTOR: SCM POST BID
SALARY : R 376 596.00 P.A
SALARY LEVEL : 09
REF : NCR/AD/PB/2021
CENTRE : NORTH COAST REGION (ULUNDI)

REQUIREMENTS: A Grade 12 certificate or equivalent plus an appropriate National Diploma/Degree in Public Administration or equivalent qualification plus a minimum (3) years' relevant supervisory experience. Computer literacy in the following software packages (Word processing, Presentations, Spreadsheet and e-mail Software programmes. A valid driver's licence

KEY PERFORMANCE AREAS: Manage and monitor performance of contractors. Manage contract administration services. Manage and control payments of consultants and contractors. Manage the resources of the component

RECOMMENDATIONS: Good knowledge of relevant prescripts. Knowledge of policy interpretation/analysis. Financial Management

ENQUIRIES: Mr ZM Nkosi (035) 874 2080

POST : ASSISTANT DIRECTOR: PROVISIONING, STORES AND ASSETS
SALARY : R 376 596.00 P.A
SALARY LEVEL : 09
REF : NCR/AD/PSA/2021
CENTRE : NORTH COAST REGION (ULUNDI)

REQUIREMENTS: A Grade 12 certificate or equivalent plus an appropriate National Diploma/Degree in Public Administration or equivalent qualification with a minimum of three (3) years' relevant supervisory experience. Computer literacy in the following software packages (Word processing, Presentations, Spreadsheet and e-mail software programmes). A Valid Driver's Licence.

KEY PERFORMANCE AREAS: Manage and co-ordinate the provisioning of supplies. Manage and control stores and moveable assets. Monitor expenditure in respect of supplies provide. Provide advice, guidance and input to policy. Manage the resources of the component

RECOMMENDATIONS: Good knowledge of relevant prescripts. Knowledge of policy interpretation/analysis. Public Service reporting procedure and work environment

ENQUIRIES: Mr ZM Nkosi (035) 874 2080

POST : ADMINISTRATIVE OFFICER: AUXILIARY SERVICES
SALARY : R 316 791.00 P.A
SALARY LEVEL : 08
REF : ZSD/AO/AS/2021
CENTRE : ZULULAND SUB-DISTRICT (NONGOMA)

REQUIREMENTS: A Grade 12 certificate plus an appropriate National Diploma/Degree in Public Administration or equivalent qualification with a minimum of three (3) years' experience. Computer literacy in the following software packages (Word processing Presentations, Spreadsheet and e-mail software programmes. A Valid Driver's Licence.

KEY PERFORMANCE AREAS: Monitor registry services. Administer reception and switchboard service. Ensure general administrative support and helpdesk service. Administer security, cleaning services. Supervise human resource/staff

RECOMMENDATIONS: Basic knowledge of PFMA and Treasury Regulations and Notes. Basic accounting/ mathematics. Problem solving

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

POST : WORKS INSPECTOR: STRUCTURAL
SALARY : R 208 584.00 P.A
SALARY LEVEL : 06
REF : WIS/UMK/2021
CENTRE : UMKHANYAKUDE DISTRICT OFFICE: (UMKUZE)

REQUIREMENTS: A Grade 12 certificate or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programmes. A valid driver's Licence.

KEY PERFORMANCE AREAS: Render basic inspection service of work done on miner new existing structures on the project basis. Analyse and compile relevant documentation for work to be done on miner new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP)

RECOMMENDATIONS: one (1) year appropriate experience in the construction sector.

ENQUIRIES: Ms PP Mbuyisa (035) 573 7000

POST : WORKS INSPECTOR: ELECTRICAL/MECHANICAL
SALARY : R 208 584.00 P.A
SALARY LEVEL : 06
REF : WIE/UMK/2021
CENTRE : UMKHANYAKUDE DISTRICT OFFICE: (UMKUZE)

REQUIREMENTS: A Grade 12 certificate or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programmes. A valid driver's Licence.

KEY PERFORMANCE AREAS: Render basic inspection service of work done on miner new existing structures on the project basis. Analyse and compile relevant documentation for work to be done on miner new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP)

RECOMMENDATIONS: one (1) year appropriate experience in the construction sector.

ENQUIRIES: Ms PP Mbuyisa (035) 573 7000

POST : CHIEF ARTISAN
SALARY : R 386 487 pa
SALARY LEVEL : OSD
REF : ZDO/CA/2021
CENTRE : ZULULAND DISTRICT OFFICE (ULUNDI)

REQUIREMENTS: Grade 10 or equivalent and appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Computer literacy. Valid Driver's License.

KEY PERFORMANCE AREAS: Manage technical services, Manage administrative and related functions, Financial Management, Manage the resources of the component.

RECOMMENDATIONS: Good knowledge of project management, knowledge of technical design and analysis, problem solving and analysis

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

POST : ARTISAN PAINTER
SALARY : R 190 653 pa
SALARY LEVEL : OSD
REF : ZDO/AP/01/2021
CENTRE : ZULULAND DISTRICT OFFICE (ULUNDI)

REQUIREMENTS: Appropriate trade test certificate and 0-3 years relevant experience. Valid Driver's license

KEY PERFORMANCE AREA: Prepare and produce design, produce objects according to client specification, perform administrative and related functions, supervise human resources/staff

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

POST : ARTISAN PLUMBER
SALARY : R 190 653 pa
SALARY LEVEL : OSD
REF : ZDO/AP/02/2021
CENTRE : ZULULAND DISTRICT OFFICE (ULUNDI)

REQUIREMENTS: Appropriate trade test certificate and 0-3 years relevant experience. Valid Driver's license

KEY PERFORMANCE AREA: Prepare and produce design, produce objects according to client specification, perform administrative and related functions, supervise human resources/staff

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

1. DIRECTIONS TO CANDIDATES

Note to applicants:

- 1.1 The Provincial Administration of Kwa – Zulu 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.
- 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 or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with / adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar- coded ID (passports will not be accepted) and valid South African drivers licence . Copies of copies OR copies on the blank side of the copy will not be accepted. 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 **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 as follows;**

**HEAD OFFICE POSTS 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**

NORTH COAST REGION 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 The Regional Director, Department of Public works, Private Bag X42, Ulundi, 3838 for attention Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.

MIDLANDS REGION 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 The Regional Director, Department of Public works, and Private Bag X 9963 Ladysmith 3370 for attention Mr LFS Khumalo, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370.

SOUTHERN REGION 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 The Regional Director, Department of Public Works, Southern Regional Office, Private Bag X 9153 Pietermaritzburg, 3200, For the attention of Ms P Singh, or alternatively it can be Hand Delivered to: 10 Prince Alfred Street, Pietermaritzburg, 3201.

ETHEKWINI REGION 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 The Regional Director, Department of Public works, Private Bag X54336, Durban 4000 for attention Ms NT Phewa or alternatively hand delivered to Department of Public Works, EThekwini Regional Office, 455A Jan Smuts Highway, Mayville, Durban.

- 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 applicant's 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.

Closing date: 22 October 2021