

POSTS ADVERTISEMENT

PROFESSIONAL POSTS

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

Post	:	1 x Chief Professional Grade A (Any built environment professional discipline)
Salary	:	R1,058,469 per annum (All-inclusive salary package) for Engineering disciplines and R912,048 per annum (All-inclusive salary packages for Architectural and Quantity Surveying Disciplines)
Reference	:	CHPROF/ER/2022
Centre	:	Ethekwini Region (Durban)

REQUIREMENTS: An appropriate Bachelor's Degree, compulsory registration with a relevant professional council as a Professional and a valid driver's licence. In respect of the Engineering Discipline, a minimum of six years' post registration experience as a registered professional Engineer and in respect of the Architectural and/or Quantity Surveying Discipline, a minimum of six years post qualification experience in the quantity surveying and/or architectural discipline.

Post	:	Engineer (Production) Grade A (Civil/Structural) – 2 x posts (Preference will be given to candidates in the structural discipline)
Salary	:	R728,829 per annum (All-inclusive salary package)
Reference	:	ENG/CS/HO/2022
Centre	-	Head Office (Pietermaritzburg)

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	:	Engineer (Production) Grade A (Civil/Structural/Electrical /Mechanical) – 4 x posts
SALARY	:	R728,829 per annum (All-inclusive salary package)
REFERENCE	:	ENG/MR/2022 – Midlands Region & ENG/UR/2022 – North Coast Region
CENTRE	:	Midlands Region (Ladysmith) – 1 x post & North Coast Region (Ulundi) – 3 x posts

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 x posts
Salary	:	R628,014 per annum (All-inclusive salary package)
Reference	:	QS/HO/2022 – Head Office & QS/SR/2022 – Southern Region
Centre	:	Head Office (Pietermaritzburg) x 1 post & Southern Region (Pietermaritzburg) 1 x post)

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	:	Chief Construction Project Manager Grade A – 1 post
Salary	:	R1,058,469 per annum (All-inclusive salary package)
Reference	:	CHCPM/NCR/2022 – North Coast Region
Centre	:	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	:	Construction Project Manager (Production) Grade A – 7 x posts
Salary	:	R728,829 per annum (All-inclusive salary package)
Reference	:	CPM/SR/010521 - 1 post, CPM/MR/010521 - 3 posts & CPM/NCR/010521 - 1 post
Centre	:	Head Office (Pietermaritzburg) x 1 post, Southern Region (Pietermaritzburg) 1 x post, Ethekwini Region (Durban) x 2 posts & Midlands Region (Ladysmith) x 3 posts

REQUIREMENTS: An appropriate National Higher Diploma with a minimum of 4years 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: for the abovementioned positions are commensurate with duties as prescribed in the relevant 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.

NB: Provision exists for salary packages to be reviewed for **production** positions, on the basis of an additional notch for every two years post registration previous experience as per the provisions of the OSD.

ENQUIRIES : **Dr S Gichia (Tel: 033-355 5534)**

HEAD OFFICE POSTS

POST : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT**
SALARY PACKAGE : **R1,269,951 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/CD/IAM/2022**

REQUIREMENTS: An appropriate undergraduate and post graduate qualification equivalent to NQF level 7 plus 5 years relevant experience at a senior managerial level in property management. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers 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 Acquisition & Disposal of properties. Manage and facilitate Provincial Information, Property Development and Valuations. Manage and develop strategies and ensure the formulation and development of policies and procedures relevant to Immovable Asset management. Manage the resources of the Branch.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Skills in Project Management, Financial Management, Strategic Planning and coordination, People management and empowerment, analytical, creative and innovative thinking skills

ENQUIRIES: Mr SP Majola (Acting 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.

POST : **DIRECTOR: COMMUNICATION**
SALARY PACKAGE : **R1,073,187 per annum (all inclusive package to be structured in accordance with the rules for SMS)**
SALARY LEVEL : **13**
CENTRE : **HEAD OFFICE - PIETERMARITZBURG**
REF : **D/COMM/2022**

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma coupled with a minimum of five(5) years relevant middle management experience. Candidates must be computer literate in MS Packages and possess a valid drivers licence.

KEY PERFORMANCE AREAS: Develop and maintain communication strategies and prescripts to support the Departmental Strategic Plan. Initiate and lead internal and external communication drives in respect of media coverage, briefings, media liaison and departmental intranet services. Render marketing, brand management and on-line communication services. Increase public access to government information/ services. Manage departmental publications. Coordinate departmental events in respect of the smooth running of events, workshops, imbizo's, conferences and summits. Support top management regarding effective communication. Manage the resources of the Directorate. Develop and manage strategic and operational plans for the Directorate. Monitor and ensure compliance with relevant rescripts.

SKILLS, KNOWLEDGE& COMPENTENCIES - Ability to lead and direct teams of professionals and service providers. Highly developed interpretive and conceptualization/ formulation ability. Advanced planning, organizational and people management skills. Excellent written and verbal communication skills. Ability to develop and maintain networks. Advanced presentation and facilitation skills. Knowledge of all relevant prescripts. Knowledge of inter-governmental relations. Advanced knowledge of communication media management, public relations and public participation. Advanced knowledge of financial management processes.

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

POST : **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT**
(Education Portfolio) - (x 2 posts)
SALARY PACKAGE : **R882,042 per annum (All-inclusive salary package)**
SALARY LEVEL : **12**
REF : **HO/DDPM/ 2022**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**

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

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.

RECOMMENDATION : Interpretation and application of policies/ legislation. Research, policy formulation and management skills. Problem solving and analytical thinking. Strategic planning and co-ordination. Financial Management. Excellent communication (verbal, written and networking) Project management. Presentation and facilitation skills.

ENQUIRIES: Ms Y Mzotsho Tel No 033-3555415

POST : DEPUTY DIRECTOR: ASSETS MANAGEMENT (FLEET)
SALARY : R744,255 (All-inclusive package)
SALARY LEVEL : 11
CENTRE : HEAD OFFICE - PIETERMARITZBURG
REF : DDA/HO/2022

REQUIREMENTS: Grade 12 plus an appropriate Degree/ National Diploma in Public Management or related relevant qualification. A minimum of three years' relevant management experience in a Supply Chain/Fleet Management environment. Computer literacy namely (MS Word, Spreadsheet, Presentation and email). A valid driver's licence.

KEY PERFORMANCE AREAS: Manage and ensure maintenance of KZN and Subsidized vehicles. Manage and monitor utilization of the Departmental fleet. Manage the co-ordination of accident and mechanical repairs. Develop policies and strategies aimed at improving service delivery. Manage the resources of the Sub –directorate.

RECOMMENDATION: Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills. Strategic planning and Co-ordination. Computer skills. Financial Management. Excellent communication (verbal, written and networking). Project Management. Analytical, creative and Innovative thinking.

ENQUIRIES : Mr M Zondi Tel: 033- 355 5507

POST : DEPUTY DIRECTOR: EPWP: PROVINCIAL CO- ORDINATION
SALARY : R744 255 per annum (All inclusive salary package)
SALARY LEVEL : 11
CENTRE : HEAD OFFICE - PIETERMARITZBURG
REF : DD/PC/EPWP/2022

REQUIREMENTS: Grade 12 plus an appropriate Degree or National Diploma in Development Studies/ Public Administration / Public Management / Community Development / Built Environment and 3 years relevant Junior Management experience in empowerment / Development environment.

KEY PERFORMANCE AREAS: Manage and coordinate the development of EPWP business plans and implementation of EPWP. Manage the coordination of steering committees and District forums in accordance with EPWP norms and standards. Manage technical support to provincial departments, non-state, municipalities, enterprise developments and stakeholders. Manage the development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources of the sub-Directorate.

RECOMMENDATION: Facilitation. Financial Management. Project/ Programme Management. Budget and Financial Management. Communication and Information Management. Computer literacy. People Management and Empowerment. Research and report writing.

ENQUIRIES : Ms N Mahlaba Tel: (033-355 3768)

POST : **DEPUTY DIRECTOR: MONITORING AND EVALUATION**
SALARY PACKAGE : **R744,255 per annum (All-inclusive salary package)**
SALARY LEVEL : **11**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**
REF : **DDM&E/ HO /2022**

REQUIREMENTS: Grade 12 plus a Degree / National Diploma. 3-5 years' relevant management experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook).A valid driver's licence.

KEY PERFORMANCE AREAS: Monitor compliance with approved business plans and undertake research and report on the value added by measures contained in the Business Plans. Facilitate customers and stakeholder feedback processes focused on continuously improving the level of service delivery and report thereon. Provide input into draft bills, policies, programmes, projects and other related strategies within the Department and report thereon. Co-ordinate the monitoring and reporting on the content, quality and value of monthly and quarterly reports in relation to overall Departmental service delivery objectives. Co-ordinate alignment of organizational performance against individual performance and develop a benchmark criteria for monitoring & evaluating Departmental performance. Manage the resources within the component.

RECOMMENDATION: Financial management. Project / Programme Management, Facilitation, Research, Strategic Management, Client Orientation and Empowerment. Interpersonal relations. Research. Report writing. Strategic Management. People Management and Empowerment. Good communication skills.

ENQUIRIES: **Mr. Z Zwane** **Tel No.** **033-355 5498**

POST : **ASSISTANT DIRECTOR: PROGRAMME MANAGEMENT (HEALTH PORTFOLIO)**
SALARY : **R477 090 per annum**
SALARY LEVEL : **10**
CENTRE : **HEAD OFFICE: PIETERMARITZBURG**
REF : **ADPM/ HO/ 2022**

REQUIREMENTS: Grade 12 plus an appropriate Degree/ National Diploma in the Built environment. A minimum of three years' relevant experience. Computer literacy in the following software packages. (Word processing, spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Coordinate the scheduling of programmes in consultation with Client Departments. Monitor programme expenditure and the preparation of financial progress report. Provide advice and guidance to Client Departments. Develop and ensure implementation of policies relating to programmes.

RECOMMENDATION: Financial Management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication and integrity

ENQUIRIES : Ms ZU Pfute (033-355 4154)

POST : ASSISTANT DIRECTOR: INTERNAL CONTROL
SALARY : R382,245 per annum
SALARY LEVEL : 09
CENTRE : HEAD OFFICE - PIETERMARITZBURG
REF : AD/IC/HO / 2022

REQUIREMENTS: Grade 12 or equivalent qualification plus an appropriate Bachelor's Degree in Accounting/Financial Management / Internal Auditing. A minimum of 3 to 5 years relevant financial and supervisory experience. Computer literacy in Word Processing, Spreadsheets, Presentations, Email and Internet. A valid driver's licence.

KEY PERFORMANCE AREAS: Co-ordinate and facilitate the verification of processed transactions to ensure the accuracy and completeness of financial and SCM transactions. Co-ordinate and facilitate audit queries / recommendations. Co-ordinate compliance monitoring to relevant legislation, regulations, Departmental policies procedures and processes. Co-ordinate and manage all investigations and report thereon. Manage the resources of the component.

RECOMMENDATION : Must be willing to do extensive traveling and able to work under pressure with high level of integrity, objectivity & confidentiality. Good knowledge of Investigative / Auditing Procedures & Techniques. Good Planning, Problem-solving, Analytical thinking / Numeracy and report writing skills. A people/client services oriented approach is essential. Good conflict resolution skills. Good research and policy interpretation ability. Knowledge prescribed legislation : Public Financial Management Act (PFMA), Treasury Regulations and Practice Notes, Delegations of Authority, Generally Accepted Accounting Principles.

ENQUIRIES : Ms R Gunpath Tel no. : 033-260 4002

POST : ASSISTANT DIRECTOR: ACQUISITION
SALARY NOTCH : R382,245 per annum
SALARY LEVEL: : 09
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REF : ADA/HO/2022

REQUIREMENTS: Grade 12 plus an appropriate Bachelor's Degree or equivalent qualification. A minimum of 3 years' relevant experience of which 3 years must be in supervisory level. Computer literacy in Word Processing, Spreadsheets, Presentations and Email. A valid driver's licence.

KEY PERFORMANCE AREAS: Facilitate the acquisition of goods and services. Manage the awarding process. Manage and maintain the supplier database and manage supplier. Provide advice and guidance and input to policy. Manage the resources of the Division.

RECOMMENDATION: Interpretation and application of policies/ legislation. Problem solving and analytical thinking. Financial Management. Ability

to interpret maps, plans, survey diagrams. Ability to interpret and comply with all Real Estate Legislation. Ability to work under pressure and meet deadlines.

ENQUIRIES : Mr M. Zondi (033- 355 5572)

POST : LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 (3 x posts)
MINIMUM SALARY : MR3 – R260,928 per annum
MR4 - R315,225 per annum
MR5 – R378,990 per annum, as per OSD for Legally Qualified Personnel
CENTRE : HEAD OFFICE, PIETERMARITZBURG
REF : LAO/LS/2022

REQUIREMENTS: A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. **MR 3** At least 2 years' appropriate post-qualification legal experience and **MR4** At least 5 years' appropriate post qualification legal experience and **MR5** At least 8 years' appropriate post qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.

KEY PERFORMANCE AREAS: Interpret, draft and edit a wide variety of legal documents such as a contracts, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well – researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies.

RECOMMENDATION: Good written and verbal communication skills, analytical and problem – solving skills, interpersonal skills & time-management skills.

NB!! Short-listed candidates may be subject to a competency test, which will determine further short-listing for the interview process. Provision also exists for the salary to be reviewed based on appropriate post qualification experience as per the provisions of the OSD.

ENQUIRIES: Ms A Khan Tel No: 033-355 5666

POST : STATE ACCOUNTANT: DEBTORS
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : HEAD OFFICE, PIETERMARITZBURG
REF : SAD/HO /2022

REQUIREMENTS: Grade 12 plus an appropriate Degree or National Diploma in Finance or a related field. Minimum of 3-5 years relevant experience. Computer literacy in MS Word, Excel, PowerPoint and email). 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.

RECOMMENDATION: Good verbal and written communication skills.
Knowledge of PFMA and Treasury regulations and Notes.

ENQUIRIES : Mr. N. Buthelezi Tel No.033-355 5442

POST : IT SPECIALIST
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 8
REF : ITS / HO/2022
CENTRE : HEAD OFFICE: PIETERMARITZBURG

REQUIREMENTS: An appropriate Degree / National Diploma / Certificate in Information Technology (IT) field. Minimum of 3 years relevant experience. Computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS: Plan, develop, co-ordinate, administer and implement ICT projects, policies and procedures. Co-ordinate and Administer the Department's internal IT Helpdesk, call escalations and 2nd level specialized IT Support to users. Co-ordinate and monitor the procurement process for ICT projects and purchasing, and monitor the ICT Procurement Contracts and SITA Bids. Co-ordinate IT Asset management and provide statistical information and related reports. Research, formulate and communicate Department standards for hardware and software and ensure compliance with regard to IT policies and procedures. Supervision of staff.

RECOMMENDATION: Good verbal and communication skills. Office administration. Ability to research and apply policy and procedures. Financial Management. Computer literacy. Analytical, creative and innovative thinking. Problem solving. Project Management.

ENQUIRIES: Mr X Nzimande (033-2604126)

POST : HR PRACTITIONER: RECRUITMENT
SALARY NOTCH : R321,543 per annum
SALARY LEVEL: : 8
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REF : HRPR/HO/2022

REQUIREMENTS: Grade 12 and/or an appropriate Degree or National Diploma. Minimum of three (3) years relevant experience in respect of Grade 12 and/or a minimum of one (1) year in respect of Degree or National Diploma. Computer literacy (Ms Word, Excel, PowerPoint And Email). Drivers licence.

KEY PERFORMANCE AREAS: Provide administrative related functions regarding the recruitment process. Administer logistical arrangements for the shortlisting and selection interview process and provide secretariat services during interviews. Administer appointments. Provide advice and guidance on recruitment, selection and appointment matters.

RECOMMENDATION: Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills. Problem solving and analytical thinking. Excellent

communication (verbal, written and networking). Be Diplomatic and maintain confidentiality in rendering of duties.

NB. Preference may be given to candidates with experience of Persal.

ENQUIRIES : Mr SJ Atwaru (033 2604104)

POST : HR PRACTITIONER: PILIR
SALARY NOTCH : R321,543 per annum
SALARY LEVEL: : 8
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REF : HRPP/ HO/ 2022

REQUIREMENTS: Grade 12 plus an appropriate Degree or National Diploma. A minimum of one year's relevant experience. Computer literacy (Word, Spreadsheets, Presentations and Email). A valid Drivers licence.

KEY PERFORMANCE AREAS: Administer applications for temporary incapacity leave and cases of possible ill health. Ensure financial administration of PILIR services and processing of invoices. Ensure the implementation of PILIR policy by the department. Monitor the implementation of the PILIR policy and the monitoring of the administration of PILIR. Serve as a liaison between the department and various Stakeholders i.e. Health Risk Manager, DPSA, OTP, Various Health Care Professionals, Unions, Attorneys. Develop procedures and delegations relating to PILIR services

RECOMMENDATION: Research skills. Problem solving skills. Computer skills. Excellent communication Report writing. Motivation / leadership skills. Listening. Interpretation and application of policies / legislation.

ENQUIRIES : Ms F Chetty (033 2604135)

POST : SAFETY, HEALTH AND ENVIRONMENTAL OFFICER
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : HEAD OFFICE : PIETERMARITZBURG
REF : SHEO/HO/ 2022

REQUIREMENTS: Grade 12 plus 3 years relevant Tertiary Qualification NOSA Safety Management certificate. Minimum of 1-2 years relevant experience. Computer literacy in MS Word, Excel, PowerPoint and email) .Valid drivers licence.

KEY PERFORMANCE AREAS: Provide management with advice, guidance and support with regards to the legal compliance towards Occupational Health and Safety Act 85 of 1993. Integrate a disaster management contingency plan for the Department. Administer injury on duty. Administer EHWP Programme.

RECOMMENDATION: Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills. Financial Management. Good verbal and written communication skills. Project Management. Presentation and facilitation skills. Negotiation skills. Analytical, creative and innovative thinking.

ENQUIRIES**: Mrs L Mtolo (033 2604123)**

POST : HUMAN RESOURCE SUPERVISOR (HRM REGISTRY)
SALARY : R261,372 per annum
SALARY LEVEL : 07
CENTRE : HEAD OFFICE, PIETERMARITZBURG
REF : HRS/HO/2022

REQUIREMENTS: Grade 12 (Senior Certificate) or equivalent qualification plus a minimum of three years' relevant experience. Computer literacy (Word, Spreadsheets, Presentations and Email).

KEY PERFORMANCE AREAS: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the processing and process documents for archiving and / disposal. Supervise human resources.

RECOMMENDATIONS: Good planning, organizing, language and verbal and written communication skills. Preference may be given to candidates with a valid driver's license.

ENQUIRIES : Mr. BMP Nzuza (033-2604125)

POST : ADMINISTRATIVE OFFICER: PROPERTY DEVELOPMENT AND VALUATIONS
SALARY NOTCH : R261,372 per annum
SALARY LEVEL: : 07
CENTRE : HEAD OFFICE: PIETERMARITZBURG
REF : AOPDV/ HO/ 2022

REQUIREMENTS: Grade 12 certificate or equivalent plus 3-5 years relevant experience. Computer literacy in the following software packages. (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Administer the development of the asset management plans in line with GIAMA. Facilitate utilization of state owned properties and provide facilities management services to unutilized stock/ vacant properties. Implement asset management plan and ensure adherence thereof. Provide inputs in relation to policy development and procedures. Provide the evaluation of properties on site and measure land dimension.

RECOMMENDATIONS: Good communication (verbal, written and networking). Interpretation and application of policies/legislation. Supervisory skills. Problem solving and analytical thinking. Financial Management. Ability to interpret and comply with Real Estate Legislation. Computer skills.

ENQUIRIES : Ms X Ntanzu 033-355 5524

POST : **ADMINISTRATIVE OFFICER: ACQUISITION**
SALARY NOTCH : **R261,372 per annum**
SALARY LEVEL: : **07**
CENTRE : **HEAD OFFICE: PIETERMARITZBURG**
REF : **AOA/HO/2022**

REQUIREMENTS: A grade 12 certificate and an appropriate Degree or National Diploma. A minimum of three years relevant experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence.

KEY PERFORMANCE AREAS: Administer the acquisition of goods and services. Provide secretariat services to bid committees. Maintain the supplier database. Compilation of bid documents. Supervise human resources/staff.

RECOMMENDATION: Interpretation and application of policies/ Legislation. Supervisory skills. Problem solving and analytical thinking. Financial Management .Communication (verbal, written and networking). Knowledge of PFMA and Treasury Regulations and Notes.

ENQUIRIES : Mr M Zondi (033- 355 5507)

POST : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT**
SALARY NOTCH : **R 321,543 per annum**
SALARY LEVEL : **08**
CENTRE : **HEAD OFFICE: PIETERMARITZBURG**
REF : **AOAM/HO/2022**

REQUIREMENTS: Grade 12 plus an appropriate Degree / National Diploma. Minimum of three year's relevant experience. Computer literacy in the following software packages. (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Co-ordinate and direct asset management and report thereon. Administer the HardCat system and ensure monthly reconciliations. Conduct Stock count of assets and perform the Disposal Management function. Co-ordinate and control the stores function. Supervise, train and develop staff.

RECOMMENDATION: Knowledge of relevant prescripts, Financial Management. Project Management. Research. Problem Solving. Report writing. Analytical Thinking.

ENQUIRIES : Mr A Orrie (033-355 5554)

POST : **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT**
SALARY NOTCH : **R 261,372 per annum**
SALARY LEVEL : **07**
CENTRE : **HEAD OFFICE: PIETERMARITZBURG**
REF : **AOFM/HO/2022**

REQUIREMENTS: Grade 12 certificate or equivalent. A minimum of three years' relevant experience. Computer literacy in the following software packages. (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence.

KEY PERFORMANCE AREAS: Administer subsidized vehicles. Monitor and maintain vehicle asset register. Administer KZN transport. Supervise human resources.

RECOMMENDATION: Computer skills. Planning and organization. Language. Good verbal and written communication skills.

ENQUIRIES : Ms T Msomi (033-2604113)

POST : **ADMINISTRATIVE OFFICER: BANKING AND TAX**
SALARY NOTCH : **R261,372 per annum**
SALARY LEVEL: : **7**
CENTRE : **HEAD OFFICE: PIETERMARITZBURG**
REF : **AOB&T / HO/2022**

REQUIREMENTS: An appropriate Degree / National Diploma in Finance/Commerce with a minimum of three years' relevant experience. The candidate must have a sound knowledge and experience of PERSAL and BAS. Computer literacy. A valid driver's licence.

KEY PERFORMANCE AREAS: Ensure that records and IRP5 certificates are accurately maintained. Tax reconciliation (Bi-annual and Annual). Monitor the Departmental Bank Account including the clearance of banking related suspense Accounts. Keep and issue Petty cash. Supervision of staff.

RECOMMENDATION: Knowledge of the PFMA, Income tax act and Treasury Regulations. Good communication skills. Report Writing skills and Computer literacy (MS Word & Excel), ability to work under pressure to meet prescribed deadlines and acceptance of responsibility. A valid driver's license.

ENQUIRIES : Mr N Buthelezi (033-355 5442)

POST	: PERSONAL ASSISTANT TO CHIEF DIRECTOR: EPWP
SALARY NOTCH	: R261,372 per annum
SALARY LEVEL	: 7
CENTRE	: HEAD OFFICE, PIETERMARITZBURG
REF	: PA/CD/EPWP/2022

REQUIREMENTS: Grade 12, plus a one year Secretarial Diploma/Certificate, or any other equivalent and appropriate one year qualification plus at least three years' appropriate experience, or a three year National Diploma or Bachelor's Degree plus at least three years appropriate experience and proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver's licence.

KEY PERFORMANCE AREAS: Provide a secretarial support service to the Chief Director EPWP. Render administrative support services. Provides support to the Chief Director regarding meetings. Supports the Chief Director: EPWP with the administration of the Chief Director budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

RECOMMENDATIONS: Candidates must display the following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational skills, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of the relevant legislation/ policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

NB!! Candidates may be subjected to a computer assessment to determine computer literacy.

ENQUIRIES: Mr DB Dlamini Tel no.: 033-355 5622

POST	: PERSONAL ASSISTANT TO DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES
SALARY NOTCH	: R261,372 per annum
SALARY LEVEL	: 07
CENTRE	: HEAD OFFICE, PIETERMARITZBURG
REF	: PA/DDG/ CS/2022

REQUIREMENTS: Grade 12, plus a one year Secretarial Diploma/Certificate, or any other equivalent and appropriate one year qualification plus at least three years' appropriate experience, or a three year National Diploma or Bachelor's Degree plus at least three years appropriate experience and proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver's licence.

KEY PERFORMANCE AREAS: Provide a secretarial support service to the Deputy Director General: Corporate Services. Render administrative support services. Provides support to the Deputy Director General regarding meetings. Supports the Deputy Director General with the administration of the Deputy Director General budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

RECOMMENDATIONS: Candidates must display the following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational skills, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of the relevant legislation/ policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

NB!! Candidates may be subjected to a computer assessment to determine computer literacy.

ENQUIRIES: Mr. PW Duma Tel no : (033 2604201)

POST : **ACCOUNTING CLERK: VOUCHER CONTROL (X2 POSTS)**
SALARY NOTCH : **R 176,310 per annum**
SALARY LEVEL: : **5**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**
REF : **ACVC/HO/2022**

REQUIREMENTS: Senior Certificate /Grade 12, proven, computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes).

KEY PERFORMANCE AREAS: Duties will be of a clerical nature within a finance and voucher control environment.

RECOMMENDATIONS: Preference will be given to candidates who are proven to be computer literate and whose qualifications and/or subjects are relevant to the post. Post involving calculations and finance will be given preference to candidates who have accounting or mathematics as passed subjects.

ENQUIRIES : Mr N Buthelezi (033-355 5442)

POST : **ADMINISTRATION CLERK: ASSETS (SUPPLY CHAIN MANAGEMENT)**
SALARY NOTCH : **R176,310 per annum**
SALARY LEVEL: : **5**
CENTRE : **HEAD OFFICE, PIETERMARITZBURG**
REF : **AC/ASSETS/HO/2022**

REQUIREMENTS: Senior Certificate /Grade 12, proven, computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes).

KEY PERFORMANCE AREAS: Duties will be of a clerical nature within supply chain's asset management environment.

RECOMMENDATIONS : Preference will be given to candidates who are proven to be computer literate and whose qualifications and/or subjects are relevant to the post.

ENQUIRIES : Mr A Orrie: (033 – 355 5554)

POST : DRIVER /MESSENGER
SALARY NOTCH : R 147 459 per annum
SALARY LEVEL: : 04
CENTRE : HEAD OFFICE, PIETERMARITZBURG
REF : D/M/HO/2022

REQUIREMENTS: A Grade 10 qualification plus appropriate, relevant experience.
Valid Driver's Licence (Manual Transmission).

KEY PERFORMANCE AREAS: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents) Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regards to the vehicle and the goods handled. Render clerical support/ messenger service to relevant office.

RECOMMENDATIONS: Skills in driving, organizing, planning, interpersonal relations. Maintaining Discipline. Problem Solving and analytical thinking.

ENQUIRIES : Mrs T Msomi (033-2604113)

MIDLANDS REGION POSTS

POST : DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION
SALARY : R744,255 per annum (All-inclusive salary package)
SALARY LEVEL : 11
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : DDFA/MRO/2022

REQUIREMENTS: Grade 12 plus an appropriate B Com Degree in Accounting /Financial Administration.3-5 years relevant experience of which, 3 years must be in relevant supervisory/ Finance experience. Computer literacy (MS word ,excel ,power point, internet and outlook).A valid Driver's License.

KEY PERFORMANCE AREAS: Manage and monitor budget trends. Manage expenditure control services. Manage recoveries, payroll and suspense account. Manage departmental losses. Manage the resources of the component.

SKILLS: Advance analytical and quantitative method tools. Statistical and quantitative analysis. Problem solving skills. Policy development and interpretation. Project planning and

management. Advance verbal and written communication skills, Advanced analytical and numeracy skills. Good interpersonal relations. Time management. Detailed knowledge of public sector and relevant prescripts.

ENQUIRIES : Regional Director: Mr W.G Hadebe (036-638-8071)

POST : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT**
SALARY : **R744,255 per annum (All-inclusive salary package)**
SALARY LEVEL : **11**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **DDIAM/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate National Diploma/ Degree. 3-5 years relevant management experience in Property Management environment. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License.

KEY PERFORMANCE AREAS: Manage and co-ordinate the implementation of Acquisition and Disposal processes. Manage and co-ordinate Provincial Information. Provide registry services. Manage the implementation and co-ordinate inputs into the policies and procedure relevant to Immovable Asset Management. Manage resources of the component.

SKILLS: Advanced analytical creative and innovative thinking. Statistical and quantitative analysis. Problem solving skills. Policy development and interpretation. Project planning and management. Advanced analytical and numeracy skills. Negotiation skills . Financial management skills. Time management. Strategic planning and co-ordination. Detailed knowledge of public sector and relevant prescripts. Presentation and Facilitation skills.

ENQUIRIES : Regional Director: Mr W.G Hadebe (036-638-8071)

POST : **DEPUTY DIRECTOR: HRM AND DEVELOPMENT**
SALARY : **R744,255 per annum (All-inclusive salary package)**
SALARY LEVEL : **11**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **DDHR/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate Degree/National Diploma and 3-5 years relevant management experience, Computer literacy (MS word, excel, power point and outlook).A valid Driver's License.

KEY PERFORMANCE AREAS: Manage Human Resources Utilisation and Capacity Building. Manage Human Resource Administration and Wellness Programme. Development of policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

SKILLS: Interpretation and application of policies/legislation. Advanced knowledge of Public regulations and prescripts. Interpersonal relations, negotiation skills Confidentiality, objectivity, loyalty. Problem solving. Responsibility and reliability.

ENQUIRIES : Regional Director: Mr W.G Hadebe (036-638-8071)

POST : **CONTROL WORKS INSPECTOR: STRUCTURAL**
SALARY NOTCH : **R477 090 per annum**
SALARY LEVEL : **10**
CENTRE : **UTHUKELA DISTRICT OFFICE (LADYSMITH)**
REF : **CWIS/UTHUK/2022**

REQUIREMENTS: Grade 12 or equivalent qualification plus a National Diploma (T/N/S streams), or a N3 and a passed trade test in the building environment, or registration as an Engineering Technician. More than 6 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS: Facilitate, co-ordinate and control the implementation of new works, repair and Renovate and maintenance. Ensure that relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and Consultants. Gather and submit information in terms of extended public works Programme (EPWP). Supervise the performance and conduct of subordinates.

SKILLS: Innovative, integrity, Objectivity, reliability and Punctuality. Interpersonal relations. Problem solving. Ability to operate equipment and machinery. Planning and organising skill.

ENQUIRIES : Mr TI Letompa (036-638-2900) UThukela District Office

POST : **ASSISTANT DIRECTOR: HR UTILISATION AND CAPACITY BUILDING**
SALARY NOTCH : **R382,245 per annum**
SALARY LEVEL : **09**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **ADHR/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate Degree/ National diploma and 3-5 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Promote and maintain sound employee relations. Render skills development services. Render employee performance management services. Provide advice and input to policy. Supervise staff.

SKILLS: Report and submission writing skills. Interpersonal relations. Problem solving. Confidentiality, objectivity, negotiation skills, loyalty and excellent communication skills.

ENQUIRIES : Regional Director: Mr W.G Hadebe (036-638-8071)

POST : **ADMINISTRATIVE OFFICER: PROPERTY DEVELOPMENT**
SALARY NOTCH : **R321,543 per annum**
SALARY LEVEL : **08**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **AOPD/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate National Diploma/ Degree. A minimum of 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Co-ordinate and maintain User Asset Management plans. Conduct space audits. Monitor the security contracts for unutilised sites. Co-ordinate land clearance. Supervise human resources/ staff.

SKILLS : Knowledge of relevant prescripts. Interpersonal skills .Problem-solving. Writing skills and interpersonal relation. Financial Management. Time management. Planning and organising skills.

ENQUIRIES : Mr XT Mabuza (036-638-8000)

POST : **ADMINISTRATIVE OFFICER: PROVINCIAL INFORMATION**
SALARY NOTCH : **R321,543 per annum**
SALARY LEVEL : **08**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **AOPI/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate National Diploma/ Degree. A minimum of 3 years relevant experience in Property Management. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

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

SKILLS : Ability to research and apply policy and procedures. Analytical creative and innovative. Problem solving skills. Project Management skills. Advanced analytical and numeracy skills. Time management. Detailed knowledge of public sector and relevant prescripts. Presentation and Facilitation skills.

ENQUIRIES : Regional Director : MR W.G Hadebe (036-638-8071)

POST : **STATE ACCOUNTANT: EXPENDITURE CONTROL**
SALARY NOTCH : **R321 543 Per annum**
SALARY : **Level 08**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **SAEC/MRO/2022**

REQUIREMENTS: Grade 12 plus an appropriate Bachelor's Degree/ National Diploma in Finance or related, 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS : Administer petty cash. Monitor the collection and batching of vouchers. Authorise payments. Co-ordinate financial statements. Supervise human

resources/ staff.

SKILLS: Analytical skills. Planning and organising skill. Self-management Problem solving and analysis. Good verbal and written communication skills.

ENQUIRIES : Regional Director : Mr W.G Hadebe (036-638-8071) Midlands Regional Office

POST	: ADMINISTRATIVE OFFICER: STORES AND ASSETS
SALARY NOTCH	: R321,543 per annum
SALARY LEVEL	: 08
CENTRE	: UThukela District Office (Ladysmith)
REF	: AOSA/UTHUK/2022

REQUIREMENTS: Grade 12 plus an appropriate Degree or National Diploma plus 3-5 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS : Monitor stores services. Administer fleet management services. Monitor asset management services. Supervise human resources/staff.

SKILLS : Planning and organising skills. Knowledge of treasury regulations and PFMA. Inter personal relations. Problem solving.

ENQUIRIES : Mr TI Letompa (036-638-2900)

POST	: ADMINISTRATIVE OFFICER: AUXILIARY SERVICES
SALARY NOTCH	: R321,543 per annum
SALARY LEVEL	: 08
CENTRE	: UMzinyathi Sub-District (TUGELA FERRY)
REF	: AOAS/SUB/2022

REQUIREMENTS: Matric plus an appropriate National Diploma/ Degree. A minimum of 3-5 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transition).

KEY PERFORMANCE AREAS: Monitor registry services. Administer reception and switchboard services. Ensure general administrative support and helpdesk services. Administer security and Cleaning services. Supervise human resources/ staff.

SKILLS : Knowledge of PFMA and Treasury Regulations and note. Problem solving. Writing skills and interpersonal communication. Time management. Planning and Organising skills.

ENQUIRIES : Mr S Makhaza (036-638-8000)

POST : ADMINISTRATIVE OFFICER: LOSS CONTROL
SALARY NOTCH : R261,372 per annum
SALARY LEVEL : 07
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : AOLC/MRO/2022

REQUIREMENTS: Grade 12 plus a relevant Degree/National Diploma plus 1-2years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS : Co-ordinate loss control services within the Region .Co-ordinate and facilitate AG Matters. Monitor transactions on BAS .Ensure that proper financial management is exercised. Supervise human resources/staff

SKILLS : Interpersonal relations, innovative integrity, writing skills confidentiality, objectivity, loyalty. Problem solving. Responsibility and reliability.

ENQUIRIES : Regional Director: Mr W.G Hadebe (036-638-8071)

POST : ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT
SALARY NOTCH : R261,372 PER ANNUM
SALARY LEVEL : 07
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : AOPM/MRO/2022

REQUIREMENTS: Grade 12 plus appropriate Degree/ National Diploma. 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Monitor various WIMS. Monitor projects expenditure. Generate management reports. Reconcile the WCS with BAS. Supervise staff.

SKILLS : Planning and organising skills. Knowledge of relevant prescripts/legislation. Inter personal relations. Problem solving. Knowledge of WIMS. Report writing skill. Analytical creative and innovative thinking.

ENQUIRIES : Mr S Mazibuko (036-638-8000)

POST : ARTISAN FOREMAN: BRICKLAYING AND CARPENTRY
SALARY NOTCH : R308 826 per annum
SALARY LEVEL : OSD
CENTRE : UTHUKELA DISTRICT OFFICE (LADYSMITH)
REF : ARF/UTHUK/2022

REQUIREMENTS: Grade 12 or equivalent qualification plus National Diploma (T/N/S streams), or a N3 and a passed appropriate trade test , 3-5 years relevant experience.

Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS: Ensure that appropriate designs are produced. Control the production of objects according to client specification. Undertake maintenance of equipment and Facilities. Perform administrative and related functions. Maintain and advance Expertise. Supervise human resources/ staff.

SKILLS : Analytical skills. Planning and organising skill. Self-management Interpersonal relations. Problem solving and analysis Technical analysis knowledge. Technical report writing.

ENQUIRIES : Mr TI Letompa (036-638-2900) UThukela District Office

POST : **ADMINISTRATION CLERK: ACQUISITION**
SALARY NOTCH : **R176 310 per annum**
SALARY LEVEL : **05**
CENTRE : **AMAJUBA DISTRICT OFFICE (NEWCASTLE)**
REF : **ACA/AMAJ/2022**

REQUIREMENTS: Grade 12 plus Computer literacy (MS word, excel, power point and outlook).

KEY PERFORMANCE AREAS: Render pre-bid services. Render post-bid services. Render adjudication services. Render procurement of goods and services.

SKILLS : Knowledge of relevant prescripts. Problem solving. Writing skills and interpersonal relation. Time management. Planning and organising skills.

ENQUIRIES : Mr ZE Mahaye (034-312-9188)

POST : **ADMINISTRATION CLERK: ACQUISITION AND DISPOSAL (IAM)**
X2 POSTS
SALARY NOTCH : **R176 310 per annum**
SALARY LEVEL : **05**
CENTRE : **MIDLANDS REGIONAL OFFICE (LADYSMITH)**
REF : **ACAD/MRO/2022**

REQUIREMENTS: Grade 12 plus Computer literacy (MS word, excel, power point and outlook).

KEY PERFORMANCE AREAS: Collection of Original invoices and preparation of payment certificates for rentals. Processing of rental payments on WIMS and Batching. Effective control of state Owned residential accommodation. Collection of official accommodation information and preparation of lease agreements for officials. Updating of instruction 34.

SKILLS : Knowledge of relevant prescripts/Legislation. Problem solving. Writing skills and interpersonal relation. Financial Management skills. Time management. Planning and

Organising skills.

ENQUIRIES : Mr XT Mabuza (036-638-8000)

POST : ADMINISTRATION CLERK: POST BID
SALARY NOTCH : R176 310 per annum
SALARY LEVEL : 05
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : ACPB/MRO/2022

REQUIREMENTS: Grade 12 plus Computer literacy (MS word, excel, power point and outlook).

KEY PERFORMANCE AREAS: Provide Post Bid services to the Region. Provide contract administration services. Safekeeping the extension of validity periods and the signing administration. Capture supplier, contractor and consultant payments.

SKILLS : Basic knowledge of relevant prescripts. Problem solving. Writing skills and interpersonal relation. Time management. Planning and organising skills.

ENQUIRIES : Mr K Mbhilane (036-638-8000)

POST : REGISTRY CLERK: HUMAN RESOURCE PROVISIONING
SALARY NOTCH : R176 310 per annum
SALARY LEVEL : 05
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : RCHR/MRO/2022

REQUIREMENTS: Grade 12 plus Computer literacy (MS word, excel, power point and outlook).

KEY PERFORMANCE AREAS: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office Machines in relation to the registry function. Process documents for archiving/ disposal.

SKILLS : Knowledge of relevant prescripts/ legislative. Problem solving. Writing skills and interpersonal relation. Time management. Planning and organising skills.

ENQUIRIES : Ms. NWP Mabizela (036-638-8000)

POST : DRIVER/ MESSENGER
SALARY NOTCH : R147 459 per annum
SALARY LEVEL : 04
CENTRE : UMZINYATHI SUB-DISTRICT (TUGELA FERRY)
REF : DM/SUB/2022

REQUIREMENTS: Grade 10 plus 7-12 Months relevant experience. A valid Driver's licence (manual transmission).

KEY PERFORMANCE AREAS: Core Driver function. Secondary functions that can be performed e.g.: collect and Deliver documents. Preparing accident and incident reports as necessary. Keep assigned vehicle(s) clean inside and outside.

SKILLS: Ability to work under pressure. Knowledge of the procedures to operate motor vehicle. Knowledge and procedures to ensure that the motor vehicle is maintained properly.

ENQUIRIES : Mr SSG Makhaza (034-299-8360)

SOUTHERN REGION POSTS

POST : DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMMES
SALARY PACKAGE : R744,255 per annum (All-inclusive salary package)
SALARY LEVEL : 11
CENTRE : SOUTHERN REGION - PIETERMARITZBURG
REFERENCE NUMBER : SR/DD/EPWP/2022

REQUIREMENTS: Grade 12 plus an appropriate, relevant Bachelor's Degree/National Diploma in Public Administration /Socio Economic Development / Built Environment / Community Development or any other relevant qualification plus a minimum of three years appropriate experience in development or poverty alleviation programmes with proven project management and EPWP experience inclusive of supervisory experience. Applicants must be computer literate in Word Processing, Spreadsheet, PowerPoint presentations and e-mail software. A valid driver's licence (Minimum Code B - Manual transmission) and fluency in both isiZulu and English is also required.

KEY PERFORMANCE AREAS: Manage and promote innovative and empowerment initiatives. Manage and promote Community development programmes. Manage and Monitor Expanded Public Works programmes within the department. Manage the Development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources within the component.

RECOMMENDATIONS: Labour Intensive Construction / Project Management will be an added advantage. Planning and organising skills, Policy Development & interpretation. Financial management and knowledge of the PFMA. Presentation and advanced interpersonal skills, Technical skills, Analytical and Innovative thinking, Willingness to work extended hours and under pressure, Project Management, Community Development and facilitation skills.

ENQUIRIES: Ms N Dube, Tel. (033) 8971422

POST : **DISTRICT MANAGER: HARRY GWALA (DEPUTY DIRECTOR)**
SALARY PACKAGE : **R744 255 per annum (All Inclusive salary package)**
SALARY LEVEL : **11**
CENTRE : **HARRY GWALA DISTRICT OFFICE - IXOPO**
REFERENCE : **DM/HG/SR/2022**

REQUIREMENTS: Grade 12 plus a relevant, accredited Degree or National Diploma in the Built Environment plus a minimum of 3 – 5 years post qualification relevant managerial experience in the Built Environment. Computer Literacy in MS Office packages. A Valid Driver's Licence (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Manage and co-ordinate 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, procedures and programmes. Manage the resources within the component.

RECOMMENDATIONS:

Knowledge of Public Service Act / Regulations, Public Finance Management Act, Built Environment practices and administration functions. Knowledge of Departmental / Provincial Legal policies / strategies. Research, policy formulation and supervisory skills. Excellent communication (verbal, written and networking).

ENQUIRIES: Ms NQ Dube **TEL NO.** 033 8971422

POST : **ASSISTANT DIRECTOR: ACQUISITION AND DISPOSAL:
IMMOVABLE ASSET MANAGEMENT**
SALARY NOTCH : **R382,245 per annum**
SALARY LEVEL : **09**
CENTRE : **SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG**
REFERENCE NUMBER: **AD/ACQ/DISP/SR/2022**

REQUIREMENTS: Grade 12 plus an accredited relevant National Diploma or Degree. A minimum of three to five years relevant, appropriate experience in Immovable Asset Management. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Manage and co-ordinate the eviction process. Manage lease agreements and rentals. Render estate management services. Manage and co-ordinate the implementation of expropriation and conveyance processes. Manage and co-ordinate donations and Land exchange. Provide advice and guidance and input to policy. Supervise staff.

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, GIAMA, Analysis and supervisory skills. Good managerial, human relation and communication skills. Experience in drafting complex submission and letters. Pro-active, innovative and be able to work under pressure. Willing to go extra mile to meet deadlines. Good negotiator

ENQUIRIES: Ms NQ Dube (033 8971422)

POST : ASSISTANT DIRECTOR: PROVISIONING AND ASSETS
SALARY NOTCH : R382 245 per annum
SALARY LEVEL : 09
CENTRE : SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG
REFERENCE NUMBER: AD/PROV/SR/2022

REQUIREMENTS: Grade 12 plus an accredited relevant National Diploma or Degree. A minimum of three to five years relevant, appropriate experience. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Manage and co-ordinate the Provisioning of supplies. Exercise control over stores. Manage moveable assets. Monitor expenditure in respect of supplies provided. Manage the resources of the component.

RECOMMENDATIONS: Knowledge of Public Service Act/ Regulations / PFMA, Treasury regulations. Interpretation and application of policies / legislation. Analysis and supervisory skills. Good managerial, human relation and communication skills. Experience in drafting complex submission and letters. Pro-active, innovative and be able to work under pressure.

ENQUIRIES: Ms NQ Dube (033 8971422)

POST : HUMAN AND TRAINING PRACTITIONER: SKILLS DEVELOPMENT
SALARY NOTCH : R321 543 per annum
SALARY LEVEL : 08
CENTRE : SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG
REFERENCE NUMBER : HR/PRACT/SR/2022

REQUIREMENTS: Grade 12 plus a minimum of three years' appropriate relevant experience OR a relevant National Diploma or Degree with a minimum of one years' appropriate, relevant experience. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Develop and implement the Regional Workplace Skills Plan. Administer internal bursaries. Co-ordinate and administer the Learnership, Internship and other HRD Programmes. Provide input into the development of policy and processes. Supervise human resources / staff.

RECOMMENDATIONS: Knowledge of Public Service Act / Regulations, Services Delivery Improvement policies and strategies. HRD policies and Batho Pele. Understanding HRM practices in the Public Service. Public Service reporting procedures and work environment. Labour Relations Act. Understanding of research and policy development processes. Research and gathering of information. Research, policy formulation and supervisory skills. Problem solving and analytical thinking. Strategic planning and co-ordination. Presentation and facilitation skills.

ENQUIRIES: Mrs NOZ Goba (033 8971342)

POST : ADMINISTRATIVE OFFICER: ACQUISITIONS
SALARY NOTCH : R321 543 per annum
SALARY LEVEL : 08
CENTRE : HARRY GWALA DISTRICT OFFICE - IXOPO
REFERENCE NUMBER: AO/ACQ/HG/2022

REQUIREMENTS: Grade 12 plus three - five years relevant, appropriate experience. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Monitor Pre-Bid services. Administer Post Bid services. Render adjudication services. Render procurement of goods and services. Supervise human resources / staff.

RECOMMENDATIONS: Knowledge of PFMA and Treasury Regulations and Practice Notes. Writing skills /Interpersonal communication. Problem solving, planning and organization skills. Good verbal and written communication skills.

ENQUIRIES: Mr TW Nkomo

Tel No: 039 834 0700

POST : CHIEF WORKS INSPECTOR: ELECTRICAL
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : HARRY GWALA DISTRICT OFFICE - IXOPO
REFERENCE NUMBER: CHWI/ELEC/HG/SR/2022

REQUIREMENTS : Grade 12 plus An accredited National Diploma (T/N/S Streams) or equivalent qualification **OR** a N3 and a passed trade test in the building environment **OR** Registration as an Engineering Technician **AND** appropriate, relevant experience. A valid Drivers Licence (Minimum Code B – Manual Transmission). Computer Literacy.

KEY PERFORMANCE AREAS: Identify the needs and requirements of new work and repairs through the investigation of customer complaints and new services. Render an inspection service of work done on new projects and existing structures. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors.

RECOMMENDATIONS: Knowledge of the relevant prescripts eg CIDB, National Building Regulations, Planning and organization skills, problem solving and excellent communication skills.

ENQUIRIES : Ms NQ Dube **Tel No.** 033 897 1422

POST : CHIEF WORKS INSPECTOR: ELECTRICAL
SALARY : R321 543 per annum
SALARY LEVEL : 08
CENTRE : UMGUNGUNDLOVU DISTRICT OFFICE - PIETERMARITZBURG
REFERENCE NUMBER: CHWI/ELEC/UMG/SR/2022

REQUIREMENTS : Grade 12 plus an accredited National Diploma (T/N/S Streams) or equivalent qualification **OR** a N3 and a passed trade test in the building environment **OR** Registration as an Engineering Technician **AND** appropriate, relevant experience. A valid Drivers Licence (Minimum Code B – Manual Transmission). Computer Literacy.

KEY PERFORMANCE AREAS : Identify the needs and requirements of new work and repairs through the investigation of customer complaints and new services. Render an inspection service of work done on new projects and existing structures. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors.

RECOMMENDATIONS: Knowledge of the relevant prescripts eg CIDB, National Building Regulations, Planning and organization skills, problem solving and excellent communication skills.

ENQUIRIES : Ms NQ Dube Tel No. 033 897 1422

POST : PERSONAL ASSISTANT: REGIONAL DIRECTOR
SALARY NOTCH : R261,372 per annum
SALARY LEVEL : 07
CENTRE : SOUTHERN REGIONAL OFFICE- PIETERMARITZBURG
REFERENCE NUMBER : PA/SR/2022

REQUIREMENTS: Grade 12 plus a Secretarial Diploma / Degree or equivalent qualification. Minimum of three - five years' appropriate experience in rendering support to Senior Management • Computer literacy in the office software packages • A valid drivers licence (Minimum Code B – Manual Transmission).

KEY PERFORMANCE AREAS: • Provide a secretarial support to the Regional Director • Render administrative support services • Provide support to the Regional Director regarding meetings • Handle all appointments for Regional Director • Support the Regional Director with the administration of the regional budget • Set up and maintain systems that will contribute toward improving efficiency in the office of the Senior Regional Manager.

NOTE: Short-listed candidates may be subjected to a computer competency test.

SKILLS, KNOWLEDGE AND COMPETENCIES: • Excellent verbal and written communication skills including telephone etiquette, sound organisational, administrative and presentation skills, tact and diplomacy, including basic financial management skills • Knowledge of the relevant legislation/policies/prescripts and procedures • Candidates must display an ability to manage confidential documents • Willingness to work extended hours.

Enquiries: Ms NQ Dube, tel. (033) 897-1422

POST	:	ADMINISTRATIVE OFFICER: DEMAND (SCM)
SALARY NOTCH	:	R261,372 per annum
SALARY LEVEL	:	07
CENTRE	:	SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG
REFERENCE	:	AO/DEMAND/SR/2022

REQUIREMENTS: Grade 12 plus an accredited Degree or National Diploma and a minimum of three - five years' relevant experience. Computer Literacy in MS Office packages. A Valid Driver's Licence (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Develop and consolidate the Procurement Plan for the Region. Co-ordinate the Regional Annual Procurement Plan. Compile and verify specifications to ensure compliance with needs and Procurement pillars. Supervise staff.

RECOMMENDATIONS: Knowledge of a wide range of work procedures such as; Finance, HR matters, Training, Administration procedures, Reporting Procedures and Procurement procedures. Candidates should possess excellent planning and organizing skills, communication skills, problem solving skills, analytical thinking and conflict resolution skills.

ENQUIRIES: Mr SS Buthelezi **TEL NO.** 033 8971414

POST	:	ADMINISTRATIVE OFFICER: PRE-BID AND ADJUDICATION
SALARY NOTCH	:	R261,372 per annum
SALARY LEVEL	:	07
CENTRE	:	SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG
REFERENCE	:	AO/PREBID/SR/2022

REQUIREMENTS: Grade 12 plus an accredited Degree / National Diploma and a minimum of three - five years relevant experience. Computer Literacy in MS Office packages. A Valid Driver's Licence (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Administer the placement of advertisement processes and bids opening. Maintain an updated Tax clearance database. Administer the awarding process. Render secretariat services. Render the help-desk services. Supervise human resources/staff.

RECOMMENDATIONS: Knowledge of Public Service act / Regulations / strategies. Interpretation and application of policies / legislation. Candidates should possess excellent planning and organizing skills, communication skills, problem solving skills, analytical thinking and conflict resolution skills.

ENQUIRIES: Mr SS Buthelezi **TEL NO.** 033 8971414

POST	:	PROPERTY ADMINISTRATIVE OFFICER: PROVINCIAL INFORMATION
SALARY NOTCH	:	R261,372 per annum
SALARY LEVEL	:	07
CENTRE	:	SOUTHERN REGIONAL OFFICE- PIETERMARITZBURG
REFERENCE NUMBER	:	PAO/PI/SR/2022

REQUIREMENTS: Grade 12 plus a minimum of three years' appropriate relevant experience OR a relevant National Diploma or Degree with a minimum of one years' appropriate, relevant experience. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Implement and maintain the Fixed Asset Register. Administer the vesting of Properties. Co-ordinate systems payments such as Deeds office and Win deed. Administer payments of property rates and Municipal accounts. Supervise human resources/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)

POST	:	WORKS INSPECTOR: MECHANICAL
SALARY	:	R211,713 per annum
SALARY LEVEL	:	06
CENTRE	:	UMGUNGUNDLOVU DISTRICT OFFICE - PIETERMARITZBURG
REFERENCE NUMBER	:	WORKSINSP/UMG/2022

REQUIREMENTS: Grade 12 plus an accredited National Diploma (T/N/S Streams) or equivalent qualification or higher **OR** a minimum N3 and a passed trade test in the building environment **OR** Registration as an Engineering Technician. A valid Drivers Licence (minimum Code B – Manual Transmission). Computer Literacy in MS Word and MS Excel.

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

RECOMMENDATION: Experience in the Built environment will be an added advantage. Knowledge of Planning and organizing, norms and standards and safety.

ENQUIRIES : **Mrs C Buthelezi Tel No: 033 3557102**

POST : ARTISAN: ELECTRICAL
SALARY NOTCH : R193,512 per annum
SALARY LEVEL : As per Occupation Specific Dispensation (OSD)
CENTRE : UMGUNGUNDLOVU DISTRICT OFFICE- PIETERMARITZBURG
REFERENCE : ART/SR/2022

REQUIREMENTS: An appropriate trade test. A valid Drivers Licence (Minimum Code B – Manual transmission). Computer Literacy.

KEY PERFORMANCE AREAS: Commensurate with duties prescribed in the OSD as follows; Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions:- Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff. Maintain expertise and ensure continuous individual development to keep up with new technologies and procedures.

RECOMMENDATIONS: Knowledge of computer aided technical applications, knowledge of legal compliance and the production processes. Candidates should have technical report writing skills, problem solving, decision making, planning and organising and good communication skills.

ENQUIRIES: Mrs C Buthelezi

TELEPHONE: 033 355 7100

POST : ADMINISTRATION CLERK: PROVINCIAL INFORMATION (1 X POST)
ADMINISTRATION CLERK: ACQUISITIONS (1 X POST)
SALARY NOTCH : R176,310 per annum
SALARY LEVEL : 05
CENTRE : SOUTHERN REGIONAL OFFICE- PIETERMARITZBURG
REFERENCE NUMBER: AC/SR/2022 (Candidates are urged to submit one application)

REQUIREMENTS: Grade 12. Proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and e-mail software programmes).

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

RECOMMENDATIONS: Preference will be given to candidates who are proven to be computer literate and whose qualifications and/or subjects are relevant to the post. A valid drivers licence (Minimum Code B – Manual transmission)

ENQUIRIES : Mr SL Dlamini Tel No: 033 897 1463

POST : **ACCOUNTING CLERK: EXPENDITURE CONTROL**
SALARY : **R176,310 per annum**
Salary Level : **05**
CENTRE : **SOUTHERN REGIONAL OFFICE - PIETERMARITZBURG**
REFERENCE NUMBER : **AC/EC/SR/2022**

REQUIREMENTS: Grade 12. Proven computer literacy in the following software packages, namely (MS Word, MS Excel, MS PowerPoint and MS Outlook software programmes).

KEY PERFORMANCE AREAS: Administer WIMS payments vouchers. Maintain full proper records of the Financial Affairs of the Department. Process payments and other transactions. Administer general administrative functions within the finance component.

RECOMMENDATIONS: Mathematics and/or Accounting as passed subjects.

ENQUIRIES : **Ms Z Zungu** **Tel No.: 033 355 7100**

ETHEKWINI REGION POSTS

POST : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT**
SALARY PACKAGE: **R744,255 per annum (All-inclusive salary package)**
SALARY LEVEL : **11**
CENTRE : **ETHEKWINI REGION - DURBAN**
Ref : **DD/IASM/ETH/2022**

REQUIREMENTS : A relevant National Diploma or Degree with 3-5 years' Management experience in property management. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages. Valid driver's licence (Manual transmission)

KEY PERFORMANCE AREAS: Manage and co-ordinate the implementation of Acquisition and Disposal processes. Manage and co-ordinate Provincial Information. Manage and co-ordinate Property Development for the Region. Provide Registry Services. Manage the implementation and co-ordinate inputs into the policies and procedure relevant to Immovable Asset Management. Manage the resources of the component

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, Property rates act, Analysis and supervisory skills. Must be able to do problem solving efficiently and work well in a team. Pro-active, innovative and be able to work under pressure.

ENQUIRIES : **Mr. GS Blose** **Tel: 082 782 4267**

POST : **CONTROL SAFETY, HEALTH AND ENVIRONMENTAL OFFICER**
SALARY NOTCH : **R 477,090 per annum**
SALARY LEVEL : **10**
CENTRE : **ETHEKWINI REGION - DURBAN**

Ref : CSHEO/ETH/2022

REQUIREMENTS : Bachelor's Degree or Diploma in Built Environment or equivalent qualification plus registration with SACPCMP. 3-5 years' appropriate experience. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages. Valid driver's licence (Manual Transmission)

KEY PERFORMANCE AREAS: Monitor construction safety compliance on sites. Develop norms and standards for construction safety on sites. Facilitate the development of a disaster management contingency plan and other OHS policies. Compile statistics and report on all OHS related matters. Conduct occupational health and safety training. Supervise the resource of the component.

SKILLS AND KNOWLEDGE: Departmental/ Provincial Policies/ Practises. Broad Knowledge of Legislation. Understanding HRM practise in the Public Service. Labour Relations Act. PFMA. Occupational Health and Safety Act SHE (Safety, Health and Enviro Programme). Decision-Making skills. Project Management. Negotiation. Interviewing & Presentation.

ENQUIRIES : Mr GS Blose Tel: 082 782 4267

POST : CONTROL WORKS INSPECTOR: ELECTRICAL/MECHANICAL
SALARY NOTCH : R477,090 per annum
SALARY LEVEL : 10
CENTRE : ETHEKWINI DISTRICT - DURBAN
Ref : ELEC/MECH/ETHD/2022

REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence. More than 6 years' experience required. Computer literacy.

KEY PERFORMANCE AREAS: Facilitate, co-ordinate and control implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing existing structure is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of subordinates.

RECOMMENDATIONS: Knowledge of the following activities such as: Public Service Regulations, PFMA, build environment practises and administrative functions: Tool (category B/c). Machinery (category B/C). Planning and Organising (category A). Norms and standards (category A/B). Safety (category C). Training (category A). Surveying instruments (category A).

ENQUIRIES : Mr BS Ngcobo 031 – 2032100

POST : CONTROL WORKS INSPECTOR: STRUCTURAL
SALARY NOTCH : R477 090 per annum
SALARY LEVEL : 10
CENTRE : ETHEKWINI DISTRICT - DURBAN
REF : CWI/STR/ETH/2022

REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence. More than 6 years' experience required. Computer literacy.

KEY PERFORMANCE AREAS: Facilitate, co-ordinate and control implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing existing structure is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of subordinates.

RECOMMENDATIONS: Knowledge of the following activities such as: Public Service Regulations, PFMA, build environment practises and administrative functions: Tool (category B/c), Machinery (category B/C), Planning and Organising (category A), Norms and standards (category A/B), Safety (category C), Training (category A) & Surveying instruments (category A)

ENQUIRIES : **Mr BS Ngcobo 031 – 2032100**

POST : **CONTROL WORKS INSPECTOR: ELECTRICAL/MECHANICAL**
SALARY NOTCH : **R477 090 per annum**
SALARY LEVEL : **10**
CENTRE : **ILEMBE DISTRICT - KWAMAPHUMULO**
REF : **CWI/ELEC/MECH/ILE/2022**

REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and a valid driver's licence. More than 6 years' experience required. Computer literacy.

KEY PERFORMANCE AREAS: Facilitate, co-ordinate and control implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing existing structure is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of subordinates.

RECOMMENDATIONS: Knowledge of the following activities such as: Public Service Regulations, PFMA, build environment practises and administrative functions: Tool (category B/c), Machinery (category B/C), Planning and Organising (category A), Norms and standards (category A/B), Safety (category C), Training (category A) & surveying instruments (category A)

ENQUIRIES : **Ms. T Khanyile** **Tel: (033) 260 3800**

POST : **CHIEF ARTISAN**
SALARY NOTCH : **R392,283 per annum**
SALARY LEVEL : **OSD**
CENTRE : **ILEMBE DISTRICT - KWAMAPHUMULO**
Ref : **CA/ILE/2022**

REQUIREMENTS : Appropriate Trade Test Certificate and Valid driver's license. 10 years post qualification experience required as an Artisan/Artisan Foreman. Computer literate.

KEY PERFORMANCE AREAS: Manage technical services. Manage administrative and related functions. Ensure sound Financial Management. Manage the resources within component. Maintain and advance expertise.

RECOMMENDATIONS: Knowledge of PFMA and Treasury Regulations and Notes. Planning and organising (category A), Planning and organising (category A), Safety (category C), Training (category A), Project Management, Computer-aided technical applications, technical report writing, team work and creativity.

ENQUIRIES : **Ms. T Khanyile** **Tel: (033) 260 3800**

POST : **ASSISTANT DIRECTOR: ACQUISITION AND DISPOSAL**
SALARY NOTCH : **R 382,245 per annum**
SALARY LEVEL : **09**
CENTRE : **ETHEKWINI REGION - DURBAN**
REF : **AD/ACD/ETH/2022**

REQUIREMENTS : Degree or National Diploma in Public Management or equivalent qualification. 3-5 years' experience. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages. Valid driver's licence (Manual Transmission)

KEY PERFORMANCE AREAS : Manage lease agreement and Rentals. Facilitate and co-ordinate estate management services. Manage and co-ordinate the implementation of expropriation and conveyance processes. Manage and co-ordinate evictions, land exchange and donations. Provide advice and guidance and implement policy. Supervise staff.

SKILLS AND KNOWLEDGE: Departmental/ Provincial Policies. Broad knowledge of Legislation, Policy and Practise. KZN Land Admin Act. Property Economics. Deeds (Windeed) Expropriation Act. KZN Ingonyama Trust Act, 1997. Labour Relations Act. PFMA. Interpretation and application of policies/legislation. Financial Management. Excellent communication (verbal, written and networking).

ENQUIRIES : **Ms NS Phakathi** **Tel: 082 344 9003**

POST : **STATE ACCOUNTANT**
SALARY NOTCH : **R321,543 per annum**
SALARY LEVEL : **08**
CENTRE : **ETHEKWINI REGION - DURBAN**
Ref : **STACC/ETH/2022**

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Finance or related. 1-2 years' experience. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages. Valid driver's licence (Manual

Transmission)

KEY PERFORMANCE AREAS: Monitor and control debtors. Maintain Payroll Administration. Monitor suspense accounts. Administer the compilation of journals. Supervise human/staff.

SKILLS AND KNOWLEDGE: Job knowledge. Good verbal and written communication skills. Interpersonal relations, flexibility, teamwork. Knowledge of PFMA and Treasury Regulations and Notes. BAS. Basic Accounting/mathematics. Problem solving. Planning and organization. Language.

ENQUIRIES : Ms NS Phakathi Tel: 082 344 9003

POST : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER**
SALARY NOTCH : **R321,543 per annum**
SALARY LEVEL : **08**
CENTRE : **ETHEKWINI REGION - DURBAN**
Ref no : **EHWP/ETH/2022**

REQUIREMENTS : Bachelor's Degree in Behavioural such as Social Work/Clinical/Industrial Registration with the relevant statutory body such as South African Council for Social Services Professionals. 3-5 years relevant experience. Outlook and Internet software. A valid drivers' licence (manual transmission)

KEY PERFORMANCE AREAS: Administer the implementation of Employee Wellness programs in the Region. Co-ordinate special programs. Administer and implement HIV/AIDs programs in the Region. Provide care and support to the infected employees. Supervise human resource staff

KNOWLEDGE AND SKILLS: Public Service Act, EHW.HR Matters, Training, reporting skills. Policy analysis counselling Skills, Conflict resolution, Problem solving and conflict management. Good communication skills.

ENQUIRIES: Mrs. ZM Mdunge 031 2032143

POST : **ADMINISTRATIVE OFFICER: PRE-BID AND ADJUDICATION**
SALARY NOTCH : **R261,372 per annum**
SALARY LEVEL : **07**
CENTRE : **ETHEKWINI REGION - DURBAN**
Ref : **AO/PREBID/ETH/2022**

REQUIREMENTS : Degree or National Diploma in Public Management or equivalent qualification. 3-5 years' experience. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages. Valid driver's licence (Manual Transmission)

KEY PERFORMANCE AREAS: Administer the placement of advertisement processes, and bids opening. Maintain and updated Tax clearance data base. Administer the awarding process. Render secretariat services. Render the help-desk services. Supervise human resources/staff.

SKILLS AND KNOWLEDGE: Departmental/Provincial Policies. Financial management system. PFMA. BBBEE policies. Labour Relations Act. Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Team building. Project Management and negotiation skills.

ENQUIRIES : Mr NM Miya Tel: 063 687 6593

POST : **PERSONAL ASSISTANT: REGIONAL DIRECTOR**
SALARY NOTCH : **R261,372 per annum**
SALARY LEVEL : **07**
CENTRE : **ETHEKWINI REGION - DURBAN**
Ref : **PA/RD/ETH/2022**

REQUIREMENTS : Secretarial Diploma/Equivalent qualification. Minimum 3-5 years' experience. Computer literate in Word processing, Spreadsheet, Presentation, Outlook & Internet Software packages.

KEY PERFORMANCE AREAS: Provide a secretarial support service to Director. Renders administrative support services. Provide support to Director regarding meetings. Supports the Director with administration of the director's budget. Studies the relevant Public Service and departmental prescripts or policies and the other documents and ensure that the application thereof is understood properly.

SKILLS AND KNOWLEDGE: Administration procedure relating to specific working environment including planning and organising. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Sound organisational skills. High level of reliability Self-management and motivation

Enquiries : **Mr GS Blose** **Tel: 082 782 4267**

POST : **DRIVER/MESSENGER**
SALARY NOTCH : **R147,459 per annum**
SALARY LEVEL : **04**
CENTRE : **ILEMBE DISTRICT - KWAMAPHUMULO**
REF : **DR/ILE/2022**

REQUIREMENTS : Grade 10 qualification (Standard 8) plus 7-12 months relevant experience. A valid Driver's Licence (Manual Transmission).

KEY PERFORMANCE AREAS: Core driver functions. Secondary functions that can be

performed. Preparing accident and incident reports as necessary. Keep the assigned vehicle(s) inside and outside.

RECOMMENDATION: Knowledge of the procedures to operate the motor vehicle. Knowledge of procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. Verbal and written communication. Interpersonal relationship. Problem solving and analysis. Teamwork.

ENQUIRIES : Ms. PT Khanyile Tel.: 033 260 3800

NORTH COAST REGION POSTS

POST : CONTROL HEALTH AND ENVIRONMENTAL OFFICER
SALARY NOTCH : R 477,090 per annum
SALARY LEVEL : 10
CENTRE : NORTH COAST REGION (ULUNDI)
REF : NCR/CHEO/2022

REQUIREMENTS: Senior Certificate/Grade 12, Bachelor Degree or National Diploma in Built Environment or equivalent qualification plus 3-5 years' appropriate supervisory and relevant experience. Computer literacy (Ms World, PowerPoint, Excel and e-mail). A valid driver's licence

KEY PERFORMANCE AREAS: Manage the development of safety plane. Monitor compliance on site. Render OHS advisory services to Client Departments. Conduct occupational Health and safety training. Supervise human resources/ Staff

RECOMMENDATIONS: Good knowledge of Public Service Act and Regulations Construction Regulations, Occupational Health and Safety Act and PFMA

ENQUIRIES: Mr. NM Sibisi (035) 874 3348

POST : ASSISTANT DIRECTOR: BUDGETARY CONTROL
SALARY NOTCH : R 382,245 per annum
SALARY LEVEL : 09
CENTRE : NORTH COAST REGION (ULUNDI)
REF : NCR/AD/BC/2022

REQUIREMENTS: Grade12 and appropriate Bachelors Degree or National Diploma in Finance Management/Accounting with 3-5 years supervisory experience in a financial environment. Computer literacy in word processing, spreadsheet, presentation and e-mail software programmes. A valid driver's licence

KEY PERFORMANCE AREAS: Manage and control the budget. Co-ordinate and consolidate estimates and cash flows. Manage and monitor compliance as per Treasury Regulations,

practice notes, MTEF etc. Manage and control revenue collection. Manage the resources of the component

RECOMMENDATIONS: Good verbal and written communication skill. Knowledge of the Public Finance Management Act, 1999 as amended, Treasury Regulations 2000 and other financial prescripts.

ENQUIRIES: Mr NT Mbambo (035) 874 2658

POST : ASSISTANT DIRECTOR: LOGISTICS (SCM)
SALARY NOTCH : R382,245 per annum
SALARY LEVEL : 09
CENTRE : NORTH COAST REGION (ULUNDI)
REF : NCR/ADL/2022

REQUIREMENT: Grade 12 or equivalent plus an appropriate National Diploma/ Degree, 3-5 year's appropriate supervisory and relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence

KEY PERFORMANC AREAS: Administer auxiliary services in the Region. Coordinate fleet management service. Monitor IT support services. Provide advice and guidance and input to policy. Supervise human resources/staff

RECOMMENDATION: Knowledge of Public Service Act/ Regulations and policies. Knowledge of all Public Service and related legislation.

ENQUIRIES: Mr ZM Nkosi (035) 874 2080

POST : ASSISTANT DIRECTOR: UMKHANYAKUDE SUB-DISTRICT
SALARY NOTCH : R477,090 .00 per annum
SALARY LEVEL : 10
CENTRE : UMKHANYAKUDE SUB-DISTRICT (UMTUBATUBA)
REF : AD/USD/2022

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

KEY PERFORMANCE AREAS: Manage works inspection services. Manage building maintenance services. Monitor financial administration and supply chain management service. Manage General Administration support services. Provide advice and guidance and input to policy. Manage the resources of the component

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

ENQUIRIES: Ms PP Mbuyisa (035) 573 7000

POST : CONTROL WORKS INSPECTOR: STRUCTURAL
SALARY NOTCH : R 477,090 per annum
SALARY LEVEL : 10
CENTRE : ZULULAND SUB-DISTRICT OFFICE (NONGOMA)
REF : CWIS/ZDO/2022

REQUIREMENTS: Grade 12 plus National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in building environment, or Register as as an Engineering Technician. Computer literacy (Ms Word, Excel, PowerPoint and e-mail). Valid Driver's licence, plus three (03) years relevant experience.

KEY PERFORMANCE AREAS: Facilitate, coordinate and control the implementation of new works repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works programme (EPWP). Supervise the performance and conduct of subordinates.

RECOMMENDATIONS: Knowledge of Public Service regulations, PFMA, build environment practices and administrative functions

ENQUIRIES: Ms WP Khathini (035) 831 7300

POST : CHIEF ARTISAN
SALARY NOTCH : R 392,283 per annum
SALARY LEVEL : OSD
CENTRE : KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
REF : KCD/CA/2022

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 and Manage the resources of the component.

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

ENQUIRIES: Mr NT Mathula (035) 474 2066

POST : CHIEF WORKS INSPECTOR: ELECTRICAL/MECHANICAL
SALARY NOTCH : R 321,543 per annum
SALARY LEVEL : 08
CENTRE : KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
REF : CWIEM/KCD/2022

REQUIREMENTS: Grade 12 plus National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in building environment, or Register as an Engineering Technician. Computer literacy (Ms Word, Excel, PowerPoint and e-mail). Valid Driver's licence, plus two (02) years relevant experience.

KEY PERFORMANCE AREAS: Identify need and requirements of new work and repairs. Prepare specification for unplanned maintenance and monitor new work. Develop bill of quantities. Render an inspection service of work done on new project and existing structures. Develop progress reports on outstanding and finalized work. Gather and submit information in terms of the Extended Public Works Programme (EPWP). Supervise the performance and conduct of works inspectors

RECOMMENDATIONS: Project Management Skills. Stakeholder Management Skills. Knowledge of relevant prescripts.

ENQUIRIES: Mr TN Mathula (035) 474 2066

POST : ARTISAN FOREMAN: BRICKLAYING/CARPENTRY/JOINERY
SALARY NOTCH : R 308,826 per annum
SALARY LEVEL : OSD
CENTRE : KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
REF : KCD/AFBCJ/2022

REQUIREMENTS: Grade 10 or equivalent and appropriate Trade Test Certificate. Ten (05) years post qualification experience required as an Artisan. Computer literacy. Valid Driver's License.

KEY PERFORMANCE AREAS: Supervise and produce designs according to client specification, Produce objects with material and equipment according to job specification and recognized standards. Carry out quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Perform administrative and related functions. Compile and submit reports as required. Provide inputs to the operation plan, Supervise and mentor staff.

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

ENQUIRIES: Mr TN Mathula (035) 474 2066

POST : ADMINISTRATIVE OFFICE: ACQUISITION (SCM)
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : ZULULAND DISTRICT OFFICE (ULUNDI)
REF : AO/ZDO/ACQ/2022

REQUIREMENTS: Grade12 or equivalent plus appropriate National Diploma/ Degree, a minimum of 3 years relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence

KEY PERFORMANCE AREAS: Monitor pre-bid services. Administer post-bid services. Render adjudication services. Render procurement of good and services. Supervise human resources/staff

RECOMMENDATIONS: Job Knowledge, Basic knowledge of PFMA and Treasury Regulations and Notes, Basic accounting and mathematics

ENQUIRIES: Mr MG Mcanyana (035) 879 8300

POST : STATE ACCOUNTANT
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : UMKHANYAKUDE SUB-DISTRICT OFFICE (UMTUBATUBA)
REF : UMK/SA/01/2022

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent plus National Diploma with Accounting. A minimum of three (3) years relevant 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 payment of invoices. Coordinate budgetary input. Monitor and report on expenditure trends. Supervise human resources/ staff

RECOMMENDATIONS: Knowledge of PFMA, Treasury regulations, BAS and PERSAL. Supply Chain Management policy and guidelines and generally accepted accounting practice and Government budget.

ENQUIRIES: Ms PP Mbuyisa (035) 573 7000

POST : ADMINISTRATIVE OFFICER : PROVISIONING
SALARY : R261,372 PER ANNUM
SALARY LEVEL : 07
REF : AO/PR-SCM/NCR/2022
CENTRE : NORTH COAST REGION (ULUNDI)

REQUIREMENTS: Senior Certificate/Grade 12 plus an appropriate National Diploma/Degree with a minimum of 3 years' appropriate experience and a valid driver's license. Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook.

KEY PERFORMANCE AREAS: Administer the procurement of goods and services in line with the Regional Procurement Plan. Liaise with relevant stakeholders in the provisioning of goods and services. Administer the payment of goods and services. . Maintain statistics and provide monthly financial reports. Supervise, train and develop staff.

RECOMMENDATIONS: Computer skills, organizing, planning, interpersonal Relations. Verbal and written skills. Problem Solving and analytical thinking.

ENQUIRIES : Mr S Zungu (035 879 3224)

POST : ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL
(2 x POSTS)
SALARY NOTCH : R 261,372 P.A
SALARY LEVEL : 07
CENTRE : NORTH COAST REGION (ULUNDI)
REF : AO/AQ/NCR/2022

REQUIREMENTS: Senior Certificate/Grade 12 plus an appropriate National Diploma/Degree with a minimum of 3 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: Good knowledge of Public Service Act/ Regulations and policies. KZN Land Admin Act, GIAMA and NIMS

ENQUIRIES: Ms NZ Shwala (035) 874 3110

POST : ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT
SALARY NOTCH : R 261,372 per annum
SALARY LEVEL : 07
CENTRE : NORTH COAST REGION (ULUNDI)
REF : AO/NCR/PM/2022

REQUIREMENTS: Grade12 or equivalent plus appropriate National Diploma/ Degree, a minimum of 3 years relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence

KEY PERFORMANCE AREAS: Perform office administration for the component and Technical support to the sub directorates. Administer the maintenance of the Projects Database File. Coordinate personnel administration clerical support services within the component. Liaise with contractors and consultant related to appointment. Supervise human resources/staff

RECOMMENDATIONS: Knowledge of Public Service Regulations, Public Service Act. Knowledge of WIMS and BAS

ENQUIRIES: Ms SF Lukele (035) 874 3315

POST : WORKS INSPECTOR: ELECTRICAL/MECHANICAL
SALARY NOTCH : R211,713 per annum
SALARY LEVEL : 06
CENTRE : ZULULAND SUB-DISTRICT OFFICE: (NONGOMA)
REFERENCE NO : ZSD/WIE/2022

REQUIREMENTS : Grade 12 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 (Manual Transmission).

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)

SKILLS: Project Management Skills, Stakeholder Management Skills, Sound Communication Skills, willing to work extended hours.

RECOMMENDATION : One (1) year appropriate experience in the construction sector.

ENQUIRIES : Ms WP KHATHINI (035) 831 7300

POST : **WORKS INSPECTOR: ELECTRICAL/MECHANICAL**
SALARY NOTCH : **R211,713.00 PER ANNUM**
LEVEL : **06**
CENTRE : **KING CETSHWAYO DISTRICT: ESHOWE**
REFERENCE NO : **KCD/WIE/2022**

REQUIREMENTS: Grade 12 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 (Manual Transmission).

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).

SKILLS: Project Management Skills, Stakeholder Management Skills, Sound Communication Skills, willing to work extended hours.

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

Enquiries: **MR TN MATHULA (035) 474 2066**

POST : **ARTISAN CARPENTRY/JOINERY**
SALARY NOTCH : **R 193,512 per annum**
SALARY LEVEL : **OSD**
CENTRE : **KING CETSHWAYO DISTRICT OFFICE (ESHOWE)**
REF : **KCD/ACJ/01/2022**

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

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

ENQUIRIES: Mr TN Mathula (035) 474 2066

POST : **ARTISAN ELECTRICAL/MECHANICAL**
SALARY NOTCH : **R 193,512 per annum**
SALARY LEVEL : **OSD**
CENTRE : **KING CETSHWAYO DISTRICT OFFICE (ESHOWE)**
REF : **KCD/AEM/02/2022**

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 TN Mathula (035) 474 2066

POST : ARTISAN PLUMBER (4 x posts)
SALARY NOTCH : R 193,512 per annum
SALARY LEVEL : OSD
CENTRE : ZULULAND SUB-DISTRICT OFFICE (NONGOMA) (1 x post)
: KING CETSHWAYO DISTRICT OFFICE (ESHOWE) (2x posts)
: UMKHANYAKUDE DISTRICT OFFICE (UMKUZE) (1xpost)
REF : NCR/AP/ESH/2022 - KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
: NCR/AP/NONG/2022 - ZULULAND SUB-DISTRICT OFFICE (NONGOMA)
: NCR/AP/UMK/2022 - UMKHANYAKUDE DISTRICT OFFICE (UMKUZE)

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 TN Mathula (035) 474 2066 (King Cetshwayo District Office (Eshowe))
Ms WP Khathini (035) 831 7300 (Zululand Sub- District Office (Nongoma))
Ms PP Mbuyisa (035) 573 7000 (Ukhanyakude District Office (Umkuze))

POST : ADMINISTRATION CLERK: AUXILIARY SERVICE (ESHOWE) (1 x post)
: ADMINISTRATION CLERK: STORES AND ASSET (UMKUZE) (1 x post)
SALARY NOTCH : R 176,310 per annum
SALARY LEVEL : 05
CENTRE : KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
: UMKHANYAKUDE DISTRICT OFFICE (UMKUZE)
REFERENCE NO : AC/AS/2022 – (KING CETSHWAYO DISTRICT OFFICE (ESHOWE))
: AC/SA/2022 – (UMKHANYAKUDE DISTRICT OFFICE (UMKUZE))

REQUIREMENTS: Senior Certificate/Grade 12, proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and e-mail software

programmes).

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 qualifications and/or subjects are relevant to the posts. Knowledge of clerical duties, practices as well as ability to capture data and operate computer

ENQUIRIES: **TN Mathula (035) 474 2066 (Eshowe)**
PP Mbuyisa (035) 573 7000 (Umkuze)

POST : DRIVER /MESSENGER
SALARY NOTCH : R147 459 per annum
SALARY LEVEL : 04
CENTRE : ZULULAND SUB-DISTRICT (NONGOMA)
REF : ZSD/DM01/2022

REQUIREMENTS: A Grade 10 qualification plus appropriate, relevant experience. Valid Driver's Licence (Manual Transmission).

KEY PERFORMANCE AREAS: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regards to the vehicle and the goods handled. Render clerical support/messenger service to relevant office.

RECOMMENDATIONS: Skills in driving, organizing, planning, interpersonal Relations. Maintaining Discipline. Problem Solving and analytical thinking

ENQUIRIES : Ms WP Khathini (035 831 7300)

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. 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 (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 as follows;

HEAD OFFICE POSTS Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Ms NF Kunene. 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 Ms N Mabizela, 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, EThekwin 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.
- 1.7 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: 17 NOVEMBER 2022