



KWAZULU-NATAL PROVINCE

PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL PROVINCE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

POST : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY: R932 292.00 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

SALARY LEVEL: 11

REFERENCE NO.: DD/SCM/NCR2026

CENTRE: NORTH COAST REGION (ULUNDI)

REQUIREMENT: Grade 12 plus a relevant tertiary qualification at NQF level 7. A minimum of 3 years' related supply chain management experience at a junior management level (ASD). Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.

KEY PERFORMANCE AREAS: Manage and co-ordinate pre-bid and adjudication services. Manage and co-ordinate procurement and post-bid services. Manage Provisioning Services and demand management services. Manage logistics services. Manage the implementation of policies. Manage the resources of the component.

ENQUIRIES: Mr ZE Mahaye 035 874 3348

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POST : DEPUTY DIRECTOR: PROGRAMME MANAGEMENT

SALARY: R932 292.00 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

SALARY LEVEL: 11

REFERENCE NO.: DD/PM/MR2026

CENTRE: MIDLANDS REGION (LADYSMITH)

REQUIREMENT: Grade 12 plus a relevant tertiary qualification at NQF level 6 in the built environment or related field. A minimum of 3 years' related built environment experience. Computer literacy (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.

KEY PERFORMANCE AREAS: Manage the implementation of Programmes within the Region. Manage and monitor programme expenditure and the preparation of financial progress reports. Facilitate effective stakeholder and WIMS management. Deliver policies and strategies aimed at improving service delivery. Manage the resources of the Sub-Directorate.

ENQUIRIES: Mr S Davids 036 – 6388000

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POST: 1xENGINEER (PRODUCTION) GRADE A (ELECTRICAL/ MECH)

Ref no.: HO/ENG/E/2026

1xENGINEER (PRODUCTION) GRADE A (CIVIL/STRUCTURAL)

Ref no.: HO/ENG/CS/2026

SALARY: R914 517 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)

REFERENCE: ENG/CS/HO/072026

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.

KEY PERFORMANCE AREAS: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Undertake human capital development. Undertake administration and budget planning in respect of projects. Undertake related research and development.

Enquires: Mr TL Mchunu: 033 260 3714

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POST: CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A: 2 POSTS

SALARY: R914 517 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)

CENTRE: MIDLANDS REGION (LADYSMITH)

REFERENCE NO: CPM/MR-2026

REQUIREMENTS: An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B. Tech with a minimum of 4 years certified managerial experience Or an 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: Manage and co-ordinate all aspects of construction projects. Undertake project accounting and financial management. Undertake office administration related to projects. Undertake research and development in respect of construction projects.

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

ENQUIRIES : Mr. S Davids (036-638 8071)

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POST: QUANTITY SURVEYOR (PRODUCTION) GRADE A

SALARY: R791 604 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)

REFERENCE: QS/ETH/2026

CENTRE: ETHEKWINI REGIONAL OFFICE (DURBAN)

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

KEY PERFORMANCE AREAS: Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.

Enquires: Mr. S Kunene : 083 3815806

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POST : QUANTITY SURVEYOR (PRODUCTION) GRADE A

SALARY: R791 604.00 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)

REFERENCE NO.: NCR/QS/2026

CENTRE: NORTH COAST REGION (ULUNDI)

REQUIREMENT: An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.

KEY PERFORMANCE AREAS: Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.

ENQUIRIES: Mr ZE Mahaye 035 874 3348

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POST: ASSISTANT DIRECTOR: YOUTH WOMEN & PEOPLE WITH DISABILITY

SALARY: R487,197

SALARY LEVEL: 09

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/ADYWPWD/072026

REQUIREMENTS: An appropriate and recognized NQF level 6 qualification in Development Studies/ Public Management/ Administration/ Community Development qualification plus 3 years relevant experience at a supervisory level in empowerment environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Implement Youth Development Programmes. Facilitate Women Empowerment Programmes. Administer the implementation of empowerment Programmes for People with Disability. Provide administrative support services. Provide advice and guidance and input to policy.

Enquires: Ms D Mncube Tel: (033 355 5603)

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POST: INTERNAL CONTROL OFFICER

SALARY: R413 001

SALARY LEVEL: 08

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/AOCPS/062026

REQUIREMENTS: NQF level 6 in Accounting/ Auditing/ Internal Auditing plus minimum of one year experience in Accounting/ Auditing/ Internal Auditing/ Internal Control field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Facilitate and perform audit related queries/ recommendations. Facilitate and perform the verification of processed transactions to ensure that accuracy and completeness of financial and SCM transactions. Ensure compliance monitoring to relevant legislation, regulation, departmental policies procedures and processes. Co-ordinate and conduct all investigations of irregular and expenditure losses and fraud. Provide inputs on the development and review of departmental internal control policies, frameworks, and procedure manuals.

Enquires: Ms R Gunpath Tel:(033 355 4002)

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POST : ADMINISTRATIVE OFFICE: ACQUISITION

SALARY: R413 001.00 pa

SALARY LEVEL: 08

REFERENCE NO.: AO/ZSD/ACQ/26

CENTRE: ZULULAND SUB-DISTRICT OFFICE (NONGOMA)

REQUIREMENTS: Grade12 certificate or equivalent. 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 service. Render procurement of goods and services. Supervise human resources/staff

ENQUIRIES: Ms WP Khathini 035 831 7300

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POST: LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 (1 x post)

SALARY: DEPENDANT ON NUMBER OF YEARS OF POST QUALIFICATION RELEVANT EXPERIENCE [as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service]

MR3 – R337 563 per annum to a maximum notch of R385 965 per annum

MR4 – R403 929 per annum to a maximum notch of R461 838 per annum

MR5 – R483 219 per annum to a maximum notch of R685 812 per annum

CENTRE: HEAD OFFICE, PIETERMARITZBURG

REF: LAO/LS/02026

REQUIREMENTS: A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. **MR3** 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 contract, 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.

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

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POST: ADMINISTRATIVE OFFICER: TAX AND BANKING

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/AOTAX/072026

REQUIREMENTS: Grade 12 or equivalent plus 3 years' relevant experience in Finance environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Ensure that records and IRP5 certificates 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.

Enquires: Mr SO Nsibande Tel: (033 355 3772)

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POST: PERSONAL ASSISTANT: Head of Department (HOD) X 1

- Ref no: HO/PAHOD/072026

PERSONAL ASSISTANT: Supply Chain Management (SCM) X 1 –

Ref no: HO/PASCM/072026

PERSONAL ASSISTANT: Infrastructure Maintenance and Technical Support (IMTS) X 1- Ref no: HO/PAIMTS/072026

PERSONAL ASSISTANT: REGIONAL DIRECTOR: ETHEKWINI X 1 –

Ref No. H/MAN/HG/ER/2026

SALARY: R338 106 per annum

SALARY LEVEL: 7

CENTRE: HEAD OFFICE: PIETERMARITZBURG AND DURBAN FOR THE ETHEKWINI POST

REQUIREMENTS: A Grade 12 plus Secretarial Diploma or equivalent qualification. A minimum of three (3) experience in rendering a support service to senior management. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.

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

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

Enquires: Dr V Govender (Head of Department: 033 – 355 5560)

Dr M Mbili (Supply Chain Management: 033 355 5495)

Ms NQ Gcaba (IMTS: 0332603722)

Mr DS Naicker 083 4569511

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POST: COMMUNICATION OFFICER (2POSTS)

SALARY: R 338 106 annum

SALARY LEVEL: 7

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/COMM/072026

REQUIREMENTS: Grade 12 plus appropriate NQF level 6 in Communication / Public Relations plus a minimum of 1 year experience in relevant field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Provide a departmental public relations service. Provide a departmental media liaison service. Provide support in the production of publications. Provide administrative duties and communication related support for the component.

Enquires: Mr M Khumalo Tel: 033 – 355 5495

POST: ADMINISTRATIVE OFFICER: CONSTRUCTION PROCUREMENT SERVICES

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/AOCPS/072026

REQUIREMENTS: A Grade 12 or equivalent plus 3 years' relevant experience in Supply Chain Management environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Co-ordinate and facilitate secretarial support to the Bid Adjudication Committee (BAC). Ensure secretarial support to the Bid Specification and Bid Evaluation Committees (BEC). Co-ordinate secretarial support to the SCM Forum meeting. Compile a comprehensive database of all submissions to and from the committees. Provide inputs on the development and review of departmental construction SCM policies, frameworks, and procedure manuals.

Enquires: Ms A Sewmohan Tel: (033 355 5455)

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POST: ADMINISTRATIVE OFFICER: ACQUISITION (2 POSTS)

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: HARRY GWALA (IXOPO)- **Ref no:** AO/ACQ/HG/SR26

UMGUNGUNDLOVU(PIETERMARITZBURG)- **Ref no:** AO/ACQ/UMG/SR26

REQUIREMENTS: A Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

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

Enquires: Mr TW Nkomo (Harry Gwala): 039 834 0700

Mrs C Buthelezi (uMgungundlovu): 033 3557100

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POST: ADMINISTRATIVE OFFICER: POST BID: SUPPLY CHAIN MANAGEMENT

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: SOUTHERN REGIONAL OFFICE (PIETERMARITZBURG)

REFERENCE NO.: AO/POST BID/SR26

REQUIREMENTS: Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Provide contract administration services. Provide post-bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise staff.

Enquires: Ms MP Kunene : 033 8971402

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POST: HUMAN RESOURCE SUPERVISOR (EMPLOYEE BENEFITS)

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: SOUTHERN REGIONAL OFFICE (PIETERMARITZBURG)

REFERENCE NO.: HRS/EB/SRO/26

REQUIREMENTS: Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Administer salary adjustments. Administer pension matters. Administer transfers, translations, secondments and service terminations. Supervise staff.

Enquires: Mr SL Luthuli: 033- 8971418

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POST: ADMINISTRATION OFFICER: LOGISTICS

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: ETHEKWINI (DURBAN)

REFERENCE NO.: AO/LOG/ETH/2026

REQUIREMENTS: Grade 12 plus 3 years National Diploma / Degree, 1 year experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

KEY PERFORMANCE AREAS: Fleet Management (Technical). Fleet Management (Administration). Supervision of Subsidized and Private on official vehicles. Supervise staff.

Enquires: Mr. N Miya: 063 6876593

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POST: ADMINISTRATIVE OFFICER: POST BID

SALARY: R338 106 per annum.

SALARY LEVEL: 07

CENTRE: MIDLANDS REGION (LADYSMITH)

REFERENCE: AO/PB/MR-2026

REQUIREMENTS: A Grade 12 plus a relevant Degree or National Diploma. A minimum of one (1) years' relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

KEY PERFORMANCE AREAS: Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.

ENQUIRIES: Ms. GB Mthethwa :036-638 8177

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POST : HUMAN RESOURCE SUPERVISOR

SALARY: R338 106.00 pa

SALARY LEVEL: 07

REFERENCE NO.: HRS/ZDO/2026

CENTRE: ZULULAND DISTRICT OFFICE(ULUNDI)

REQUIREMENTS: Grade12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's license

KEY PERFORMANCE AREAS: Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Monitor Human Resource personnel records. Co-ordinate and implement EPMDS matters in the District. Co-ordinate the HRD matters. Supervise human resources/staff

ENQUIRIES: Mr NM Zungu 035 879 8300

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POST: 1XWORKS INSPECTOR: STRUCTURAL: HARRY GWALA – IXOPO

Ref no.: WI/STRUCT/HG/SR26

1XWORKS INSPECTOR: MECHANICAL: UMGUNGUNDLOVU -PMB

Ref no.: WI/MECH/UMG/SR26

SALARY: R280 278

SALARY LEVEL: 06

REQUIREMENTS: An accredited National Diploma (Technical / N / S streams) or equivalent qualification; or N3 Certificate plus a passed Trade Test in the built environment; or Registration as an Engineering Technician; Computer Literacy. Driver Licence.

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

Enquires: Mr TW Nkomo (Harry Gwala posts) : 039 834 0700

Mrs C Buthelezi (uMgungundlovu posts): 033 355 7100

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POST: WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: HEAD OFFICE-
191 PRINCE ALFRED STREET - PMB)

SALARY: 280 276.00 pa

SALARY LEVEL: 06

REFERENCE NO.: WI/ELEC/UMG/SR26

CENTRE: UMGUNGUNDLOVU -PIETERMARITZBURG

REQUIREMENT: 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 Programs. A valid driver's license.

KEY PERFORMANCE AREAS: Render basic inspection service of work done on minor new existing structure on the project basis. Analyze 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)

ENQUIRIES: Mrs C Buthelezi : 033 355 7100

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POST: WORKS INSPECTOR ELECTRICAL (**BUILDING MANAGER: LA BUILDING - ULUNDI**)

SALARY: 280 276.00 pa

SALARY LEVEL: 06

REFERENCE NO: WIS/NCR/26

CENTRE: ZULULAND SUB-DISTRICT (ULUNDI)

REQUIREMENT: 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 Programs. A valid driver's license.

KEY PERFORMANCE AREAS: Render basic inspection service of work done on minor new existing structure on the project basis. Analyze 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)

ENQUIRIES: Mr NM Zungu 035 879 8300

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POST:1xARTISAN: ELECTRICAL- Ref no: **ARTISAN/ELECTRICAL/HG/SR26**

1x ARTISAN: PAINTER- Ref no: **ARTISAN/PAINTER/HG/SR26**

SALARY: **R253 341** per annum in terms of the Occupation Specific Dispensation

SALARY LEVEL:OSD

CENTRE: HARRY GWALA DISTRICT OFFICE, IXOPO

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

KEY PERFORMANCE AREAS: 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.

Enquires: Mr TW Nkomo Tel: (039 834 0700)

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POST: ARTISAN: ELECTRICAL X 2

SALARY: R 253 341 per annum

SALARY LEVEL: OSD

CENTRE: UTHUKELA DISTRICT OFFICE (LADYSMITH): **Ref no: ART/UTHUK-2026**
AMAJUBA DISTRICT OFFICE (NEWCASTLE): **Ref no: ART/AMAJ-2026**

REQUIREMENTS: An appropriate trade test certificate. A Valid driver's licence (Code B- Manual transmission).

KEY PERFORMANCE AREAS: 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.

ENQUIRIES: Mr TI Letompa: Harry uThukela District Office (036 6382900)
Mr. PN Zulu: Amajuba District Office (036 638 8000)

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POST: 1xADMINISTRATION CLERK: OFFICE OF HOD- **Ref no: HO/ACHOD/072026**
1xADMINISTRATION CLERK: ICT - **Ref no: HO/ACICT/072026**
3xADMINISTRATION CLERK: SCM - **Ref no: HO/ACSCM/072026**
1x ADMINISTRATION CLERK: BUILDING - **Ref no: HO/ACBM/072026**
2x ACCOUNTING CLERK: BOOKKEEPING - **Ref no: HO/ACBK/072026**

SALARY: R237 453 per annum

SALARY LEVEL: 5

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REQUIREMENTS: **Grade 12** certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Preference may be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

KEY PERFORMANCE AREAS: Render general clerical support services. Provide clerical support services within the respective components. Administer correspondence for the component.

Enquires: Mr T Mgenge: Office of HOD (033 355 5694)
Ms. N Zondi: ICT (033 260 3785)
Ms. N Zulu: SCM (033 355 5563)
Ms. G Khuzwayo: Building (033 260 4216)
Mr. SO Nsibande: Finance (033 355 3772)

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POST: DRIVER: EXECUTIVE SUPPORT (OFFICE OF THE HOD)

SALARY: R201 093 per annum

SALARY LEVEL: 4

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/DR/ES/072026

REQUIREMENTS: Grade 10 or equivalent. A valid driver's licence and 7 to 12 months relevant experience.

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.

Enquires: Ms T Mgenge Tel: 033 – 355 5694

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POST: HANDMAN (2 POSTS)

SALARY: R170 226

SALARY LEVEL: 03

CENTRE: HARRY GWALA DISTRICT OFFICE, IXOPO

REFERENCE NO.: H/MAN/HG/SR/2026

REQUIREMENTS: ABET Level 4 qualification or equivalent; 0–6 months relevant experience. Computer Literacy.

KEY PERFORMANCE AREAS: Assist in the maintenance of offices, official buildings, and related services. Perform general labour and support services. Provide operational support on site. Maintain office equipment and furniture

Enquires: Mr TW Nkomo : 039 834 0700

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.

1. DIRECTIONS TO CANDIDATES

Note to applicants:

- 1.1 The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply.
- 1.2 Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za 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 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online.**

Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs."

OR

Direct your application quoting the reference number of the post you are applying for;

HEAD OFFICE POSTS: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg

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

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 & Infrastructure, Private Bag X54336, Durban 4000 for attention Ms NT Phewa or alternatively hand delivered to 455A Jan Smuts Highway, Mayville, Durban.

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 & Infrastructure, 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

- 1.4 Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA).
- 1.5 Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted.
- 1.6 The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets.
- 1.7 Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions.
- 1.8 Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.
- 1.9 Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and personal service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified.
- 1.10 All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

Closing date: 7 August 2026