



KWAZULU-NATAL PROVINCE

PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

KWAZULU-NATAL PROVINCE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

POSTS: CONSTRUCTION PROJECT MANAGER (2 POSTS)
SALARY: R914 517 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)
REFERENCE: PCPM/SR/082026
CENTRE: SOUTHERN REGION (PIETERMARITZBURG)

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. SE Mncadi (033 897 1422)

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POST: INTERNAL CONTROL OFFICER

SALARY: R413 001

SALARY LEVEL: 08

CENTRE: HEAD OFFICE: PIETERMARITZBURG

REFERENCE NO.: HO/AOCPS/082026

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: 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/082026

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.

NB!! Requests for higher salary positions above the minimum notches indicated above may be considered and reviewed based on appropriate post qualification experience contained within the provisions of the OSD.

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

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POST: SAFETY, HEALTH AND ENVIRONMENTAL OFFICER: WORKPLACE SAFETY
HUMAN RESOURCE MANAGEMENT (2 POSTS)

SALARY: R338,106

SALARY LEVEL: 07

CENTRE: SOUTHERN REGION: PIETERMARITZBURG: **REF:** SHE/WS/SR082026

CENTRE: MIDLANDS REGION: LADYSMITH: **REF:** SHE/WS/MR082026

REQUIREMENTS: NQF level 6 in Safety Management/ Environmental Science/ Occupational Health and Safety plus minimum of one year's relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence. A certificate in SAMTRAC

KEY PERFORMANCE AREAS Conduct occupational health and safety audits. Co-ordinate and integrate disaster management contingency plan. Administer injury on duty. Provide guidance on Health and Safety programmes and policy implementation in the Regions. Supervise, train and development of staff.

Enquires: Ms NOZ Mahlobo: Southern Region Tel: (033 897 1342)
Ms N Mabizela: Midlands Region Tel: (036 638 8009)

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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: 4 September 2026