



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200
179 Jabu Ndlovu Street, Pietermaritzburg, 3200
Tel: 033- 341-9300 Fax: 033- 342-6345

CORPORATE SERVICES

**TO : CHIEF DIRECTORS,
DIRECTORS
SUPERVISORS AND
ALL STAFF**

HR CIRCULAR NO. 11 OF 2022

**SUBJECT: NOTICE ON THE EXTENSION OF CLOSING DATE FOR APPLICATIONS IN
RESPECT TO NEW BURSARIES FOR 2023 ACADEMIC YEAR**

1. Management, supervisors and members of staff are advised that the closing date for applications in respect to new bursaries for 2023 academic year has been extended to 07 October 2022. The initial closing date was 31 July 2022 (refer to the attached circular and application form).
2. This decision is in line with one of the resolutions taken by the Management and Labour Forum meeting, held on 19 September 2022, and it seeks to encourage members of staff who do not meet the minimum requirements of posts they are currently occupying, in terms of post-school qualifications, to study and obtain relevant qualifications in the next 3 to 5 years.
3. Promotion of upward career mobility of staff members through studying towards qualifications that are relevant to career paths they wish to pursue within the Department, more particularly in the core functions, is also central to the decision of extending the closing date.
4. Accordingly, management and supervisors are advised to encourage affected staff members in their respective Directorates and sections to make use of this opportunity.
5. Human Resource Development office can be consulted for guidance on the crafting of individuals' career development plans and application procedure for state aided bursaries.


MR C. SINGCOBO
DIRECTOR: CORPORATE SERVICES

DATE: 26/09/2022

'Building a United Front Against Crime'



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CORPORATE SERVICES

**TO : CHIEF DIRECTORS,
DIRECTORS AND
ALL STAFF**

HR CIRCULAR NO. 08 OF 2022

**INVITATION FOR IN-SERVICE BURSARY APPLICATIONS (2023 ACADEMIC YEAR)
FROM ELIGIBLE STAFF MEMBERS IN THE DEPARTMENT**

1. This circular is issued in line with the provisions of the Provincial Policy Framework for Granting Bursaries.
2. The content of this circular must, without delay, be brought to the notice of all staff employed by the Department of Community Safety and Liaison under the Public Service Act, 1994. Managers are requested to notify all potential applicants even if they are absent from their normal place of work.
3. The purpose of the in-service bursary is to provide financial assistance to enable qualifying permanent staff members to acquire basic or advanced formal qualifications in fields of study relevant to the core and support functions of the Department.

4. DIRECTIONS TO APPLICANTS

- a) Applicants are advised not to apply for qualifications that are equivalent to what they already have (eg. if you already have an NQF level 6 qualification, you can only apply for NQF level 7 qualifications or above).
- b) In instances where the employee is currently registered with a tertiary institution, proof of registration and recent academic results will be required.
- c) Only permanently employed employees (whose probation has been confirmed) are eligible to apply.
- d) All applications must be fully completed, sign, dated and submitted via the respective Heads of Directorate/ Regions.
- e) The attached application form must be completed. All applicable supporting documents such as copies of qualifications and ID, academic records, proof of registration, list of modules covered in the intended qualification should accompany the completed application form.

- f) A clear career plan detailing the chosen career path with opportunities available and relevant to the Department, as well as the extent to which the chosen qualification will help achieve the set career goals.
 - g) All applications must have up to 250 words motivating why the applicant should be awarded a bursary. The motivation must detail the following:
 - I. Aspirations of the applicant in terms of career goals;
 - II. Contribution of the intended qualification in achieving the applicant's intended career goals;
 - III. Benefits of acquiring the intended qualification to the department.
 - h) First preference, in granting bursaries, will be given to qualifications that relate to the first degree or diploma relevant to the core functions of the Department; however, other fields of study may be considered at discretion of the Bursary Committee.
 - i) All successful candidates will be required to sign a contractual agreement with the Department.
 - j) Applicants requiring additional information, including the confirmation of receipt of their applications, are advised to contact Ms F.N Mtetwa through the following contact detail: fanele.mtetwa@comsafety.gov.za (email) or 064 9339614 (mobile) or 033 3419300 extension 262 (landline)
5. Applications can be delivered for the attention of Ms FN Mtetwa who is in office 210B, second floor, in the Head office building.
6. Closing date for applications: **31 July 2022.**

NB: Due to limited budget allocation, bursary applicants are discouraged from applying to study through private institutions e.g., MANCOSA, Damelin, Varsity college etc., as these institutions are costly. Preference is often given to applicants who intend studying through cost-effective public tertiary institutions e.g., UKZN, DUT, TVET colleges, UNISA etc. Those who intend studying through private colleges can still apply and give motivation for their chosen institution, however it must be noted that if they are granted bursaries, the department will only pay tuition fees that are benchmarked from public tertiary institutions which means that the bursary holder will be expected to cover the difference.



MR C.S NGCOBO
DIRECTOR: CORPORATE SERVICES

DATE: 09/06/2022

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