



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

Private Bag X 9143, Pietermaritzburg, 3200  
179 Jabu Ndlovu Street, Pietermaritzburg, 3200  
Tel: 033- 341-9300 Fax: 033- 342-6345

### **POST : POST-GRADUATE RECRUITMENT PROGRAMME (10 POSTS)**

These posts are part of the Department's job creation initiatives in line with Expanded Public Works Programme (EPWP). Applicants are requested to apply in district that they reside in and quote the reference number as indicated below. All applications shall be made using the attached application form in order to avoid disqualification.

**STIPEND : R 6 500.00 per month**

**NATURE OF APPOINTMENT : (24 month's non-renewable contract)**

<b>CENTRE</b>	<b>NO. OF POSTS</b>	<b>REF. NO.</b>	<b>APPLICANTS FROM THE FOLLOWING DISTRICTS ARE ELIGIBLE TO APPLY</b>
Pietermaritzburg (Head Office)	5	PGRP01	All districts in the province
Pietermaritzburg (Midlands Region)	1	PGRP02	uMgungundlovu and Harry Gwala
Durban (eThekweni Region)	1	PGRP03	eThekweni Metro
Durban (Coastal Region)	1	PGRP04	uGu, iLembe, King Cetshwayo
Estcourt (Eastern Region)	1	PGRP05	Amajuba, uThukela, and uMzinyathi
Mkhuze (Northern Region)	1	PGRP06	uMkhanyakude and Zululand

### **POST REQUIREMENTS:**

Honours Degree (NQF Level 8) in Social Science, Criminology, Development Studies, or any other relevant equivalent qualification. Applicants must be between the ages of 18-35 years old, have no working experience, and never served in any graduate recruitment programme.

### **KNOWLEDGE, SKILLS AND COMPETENCIES:**

Candidate must have a good communication skill, (both verbal and writing); Research; Investigation; Monitoring and evaluation; Report writing skills; data analysis, decision making, presentation skills, and good knowledge of computer application software (very good in excel, PowerPoint, access, world, etc).

### **KEY RESPONSIBILITIES:**

Engage in crime and violence prevention research and integrate research findings and theory in designing and implementing local safety promotion projects. Conduct field research into local crime and safety priorities with a particular focus on vulnerable groups (children, youth, women, older persons, persons with disabilities, marginalised community groupings, etc). Develop, implement, and manage evidence-based local safety promotion projects, with a particular focus on developing lasting multi-sectoral local partnerships with key local stakeholders. Maintain an updated database of crime and safety threat trends in designated areas and keep stakeholders apprised thereof.



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Produce research reports with findings and recommendations as well as presenting and facilitate discussions around projects findings.

**ENQUIRIES** : Mr. P.S Sigwaza  
Telephone: 033 - 341 9300

### **DIRECTIONS TO APPLICANTS**

Applications must be submitted on the attached **EPWP application form** and should be accompanied by certified copies of qualifications, Identity Document together with comprehensive curriculum vitae. Faxed or e-mailed applications will not be considered. All fields in the application form are mandatory and must be completed in full and the form must be initialled on each page and signed at the back for an applicant to be considered for any post. **Should the application be received using a different application form, it will not be considered.**

In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by applicants for employment" – (Annexure F). This form must be attached as part of your application for employment. Failure to comply will result in your application being disqualified. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

Applications that do not comply with the above instruction will be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number. Due to the large number of applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.

Applicants with disabilities are also encouraged to apply.

Applications may be forwarded by post to: Head: Community Safety and Liaison  
Human Resource Management  
Private Bag X9143  
Pietermaritzburg  
3200

For Attention: Mr K. Ngongoma

or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.

**Closing date: 13 May 2022.**

  
\_\_\_\_\_  
**MR CS NGCOBO  
DIRECTOR: CORPORATE SERVICES**

**DATE:** 29/04/2022



## APPLICATION FORM

### WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be inter-viewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

### WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

### ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

### SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the

### A. THE ADVERTISED POST

<b>Position for which you are applying:</b> _____	Department where the position was advertised
<b>Post Reference Number:</b> _____	Community Safety and Liaison
<b>Location Information:</b>	Are you employed on any other EPWP projects/programmes with other organisations? Yes / No  If yes, state the organizations _____
District: _____	
L/Municipality: _____	
Ward No: _____	
Village _____	

### B. PERSONAL INFORMATION

Surname				
First names				
Date of birth				
Identity number <sup>2</sup>				
Race <sup>3</sup>	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender <sup>3</sup>			<b>Female</b>	<b>Male</b>
Do you have a disability? <sup>3</sup>			<b>Yes</b>	<b>No</b>
Are you a South African citizen?			<b>Yes</b>	<b>No</b>
If no, what is your nationality?				
And do you have a valid work permit?			<b>Yes</b>	<b>No</b>
Have you been convicted of a criminal offence or been dismissed from employ-ment? <sup>4</sup>			<b>Yes</b>	<b>No</b>
Do you have any pending disciplinary case against you?			<b>Yes</b>	<b>No</b>
If yes (Provide the details)				
Have you resigned from a recent job pending any disciplinary proceeding against you?			<b>Yes</b>	<b>No</b>
If yes. Provide details				
Are you conducting business with the state or are you a Director of Public or Private company conducting business with the state?			<b>Yes</b>	<b>No</b>
If yes. Provide details				
Have you been discharged or retired from the services on grounds of ill-health or on condition that you cannot be re-employed?			<b>Yes</b>	<b>No</b>
If yes. Provide details				
If your profession or occupation requires State or official registration, provide date and particulars of registration				

details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be considered if it directly relates to the requirements of the position.

5 – Applicants with substantial qualifications or work experience must attach a CV.

<b>C. HOW DO WE CONTACT YOU</b>	
Preferred language for correspondence?	
Telephone number during office hours	
<b>C1. Household Information</b>	
Alternative Contact Person	
Contact Number	
Number of people in the household	
Number of dependents in the household	
Number of children attending school	

<b>D. LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b>							
	Languages (specify)						
Speak							
Read							
Write							

<b>E. QUALIFICATIONS<sup>5</sup></b>		
Name of School/Technical College	Highest qualification obtained	Year obtained
<b>Tertiary education (complete for each qualification you obtained)</b>		
Name of institution	Name of qualification	Year obtained
Current study (institution and qualification):		

<b>F. WORK EXPERIENCE<sup>5</sup></b>						
Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	

Do you have a relationship with any existing Community Safety and Liaison official						<b>Yes</b>	<b>No</b>
If yes, Provide the name of the official							

<b>G. REFERENCES</b>		
Name	Relationship to you	Tel. No. (office hours)

<b>DECLARATION</b>	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed:	
Signature:	Date:



## **ANNEXURE F - NOTICE FOR POST ADVERTISEMENTS**

### **PROTECTION OF PERSONAL INFORMATION ACT, 2013 NOTICE & DECLARATION BY APPLICANTS FOR EMPLOYMENT**

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that*

- i. the supply of this information is mandatory to process the application for employment and to comply with the laws regulating employment matters in the Public Service.*
- ii. failure to supply same would result in disqualification.*
- iii. any false information provided will result in criminal action being taken that may result in my prosecution.*

*The personal information collected through the application may be shared with and processed by –*

- 1. the employees of the Department for purposes of administering the recruitment and selection process;*
- 2. employees of other Departments and entities serving on selection / interview panels;*
- 3. Law enforcement agencies for purposes of criminal record checks;*
- 4. Third parties contracted by the Department to undertake any vetting process in relation to the application; and*
- 5. any other Organs of State for purposes of performing their public functions or their agents.*

*I acknowledge that any personal information shall be retained for 3 years before being destroyed. I accept that the processing of the personal information shall be in accordance with the Protection of Personal Information Act, 2013 and shall be for any one or more of the following purposes:*

- a) processing necessary to manage my application for employment within the Public Service in accordance with the laws applicable to the Public Service;*
- b) processing in pursuance of an obligation imposed by law on the Public Service;*
- c) processing in order to protect a legitimate interest of mine;*
- d) processing necessary for the proper performance of a public law duty of the Public Service; or*
- e) processing necessary for pursuing the legitimate interests of the Public Service or of a third party to whom the information is supplied.*

*I hereby consent to the processing of personal information in accordance with the Protection of Personal Information Act, 2013 and I acknowledge that I have the right to –*

- i. access to and the right to rectify the information collected;*
- ii. the right to object to the processing of personal information to protect a legitimate interest or processing that is necessary for the proper performance of a public law duty by a public body, on reasonable grounds relating to my situation, unless legislation provides for such processing; and*
- iii. lodge a complaint to the Regulator ([complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)).*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**