



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: CORPORATE SERVICES

CORPORATE MANAGEMENT

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

To all Departmental Staff Members

### VACANCY CIRCULAR NO. 2 OF 2022: COMMUNITY SAFETY AND LIAISON

1. This circular is issued in terms of the recruitment measures contained in the Public Service Regulations and in this regard, it is important to note that the Public Service is an equal opportunity, affirmative action employer.
2. **The contents of this circular must without delay, be brought to the notice of all eligible officials on your establishment, including those at district offices. Supervisors must notify all potential candidates who may qualify for posts in this circular even if they are absent from their normal place of work.**
3. **DIRECTIONS TO CANDIDATES**
  - 3.1 Applications must be submitted on the amended (i.e., the new Z83) form and should be accompanied by certified copies of qualifications, drivers' license, Identity Document together with comprehensive curriculum vitae. Faxed or e-mailed applications will not be considered. All fields in the amended (i.e., new Z83) 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 an application be received using the old employment form (Z83), it will not be considered.**
  - 3.2 **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.**

**This form is also obtainable as follows:**  
<http://www.kzncomsafety.gov.za/Portals/0/Documents/circulars/2020/Annexure%20F%20-%20Notice%20iro%20Advertised%20Posts.pdf>
  - 3.3 Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
  - 3.4 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.



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- 3.5 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.
- 3.6 Applicants with disabilities are also encouraged to apply.
4. Applications may be forwarded by post to: Head: Community Safety and Liaison  
Human Resource Management  
Private Bag X9143  
Pietermaritzburg  
3200
- For Attention: Ms. SS Ngcobo
- or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
5. Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.
6. Closing date: **18 March 2022.**

  
Mr. C.S Ngcobo  
Acting Director: Corporate Services

Date: 28/02/2022



## **KWAZULU-NATAL PROVINCE**

**COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA**

**POST : DEPUTY DIRECTOR: INTEGRATED PLANNING AND REPORTING**

**REF. NO. : CSL03/2022**

**CENTRE : PIETERMARITZBURG**

**SALARY** : An all-inclusive remuneration package of **R 744 255.00 per annum** is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**POST REQUIREMENTS:** An (NQF level 6) qualification recognized by SAQA in Public Administration/ Strategic Planning/Monitoring and Evaluation or equivalent, (majoring in strategic management / planning / development or strategy implementation will be an added advantage) together with a minimum of 3 years Junior Management experience in the Integrated Planning and Reporting environment. Valid driver's license. Applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of public service regulations, PFMA, Public service regulations, Knowledge of Project Management, Communication skills, Computer skills (Ms Word, Excel and Power point), Project management skills, Report writing skills, Financial Management skills, Presentation skills.

**KEY RESPONSIBILITIES:** To render integrated planning and reporting services for the Department. Maintain strategic planning and reporting guidelines in the Department. Coordinate and facilitate strategic and operational planning processes. Monitor and facilitate reporting on departmental programmes and activities against government's POA Cluster projects and Inter-governmental working groups. Coordinate the submission of and analysis of quarterly reports, annual reports, and budget votes documents. Analyse the organisational performance and provide strategic inputs

**ENQUIRIES: Ms. CM Phungula (033) 3419300**

**This is a re-advertising of post number: CSL13/2021 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.**

## 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 my application for employment and to comply with the laws regulating employment matters in the Public Service.*
- ii. failure to supply this information will 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 and rectify the information collected;*
- ii. 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 with the Information Regulator ([complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)).*

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

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