



To all Departmental Staff Members

## **VACANCY CIRCULAR NO. 5 OF 2023: 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 APPLICANTS:**

### **3.1 Matters related to the Z83**

Applicants are **not required** to submit certified copies of their educational qualifications with their applications, but must submit a duly completed Z83 application for employment form and a detailed CV.

Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification.

Applicants must take the following into consideration when completing the Z83 form:

- I. **PART A:** All fields must be completed in full.
- II. **PART B:** All fields must be completed in full except when
  - a. Passport number: South African applicants need not provide passport numbers.
  - b. An applicant has responded "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?*" If yes, (provide the details), then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interests?*"
  - c. "*If your profession or occupation requires official registration, provide date and particulars of registration*" – Some applicants may not be in possession of such, therefore it is acceptable if left blank or indicate not applicable.
- III. **PART C:** All fields must be completed.
- IV. **PART D:** All fields must be completed.
- V. **PART E, F & G:** Noting that there is limited space provided, applicants often indicate "refer to Curriculum Vitae (CV) or see attached". This is acceptable as long as the CV has been attached and provides the required information. If the information is not



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provided in the CV; the applicant may be disqualified. It must be noted that a CV is an extension of the application for employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered.

- VI. Declaration must be completed and signed and the Z83 form must be initialled on each page.
- 3.2 All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013.
- 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.
- 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. S.S 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: **23 June 2023.**

  
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Mr. C.S Ngcobo  
Director: Corporate Services

Date: 26/05/2023



## KWAZULU-NATAL PROVINCE

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**POST** : DISTRICT COORDINATOR  
**CENTRE** : KING CETSHWAYO (Kwa Mbonambi)  
**REF. NO.** : CSL32/2023

**SALARY:** An all-inclusive remuneration package of R 958 824 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:** A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** The Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act, 1995, National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Domestic Violence Act, 1998, Child Care Act, 1983, Criminal Procedure Act, 1977, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act, 1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act, 2011, Fleet management, Labour Relations Act, 1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.

**KEY RESPONSIBILITIES:** To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.

**ENQUIRIES:** Ms. S.N Chamane  
078 9327 359