



To all Departmental Staff Members

VACANCY CIRCULAR NO. 3 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: **28 April 2023**.


MR. C.S. NGCOBO
DIRECTOR: CORPORATE SERVICES

DATE: 03/04/2023



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**COMMUNITY SAFETY AND LIAISON
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POST : DEPUTY DIRECTOR: INTERNAL CONTROL

REF. NO. : CSL28/2023

CENTRE : PIETERMARITZBURG

SALARY : An all-inclusive remuneration package of **R 766 584 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 in Financial Management or Auditing or relevant equivalent qualification recognized by SAQA, together with a minimum of three years Junior Management experience in the financial management environment with specific reference to Internal Audit services. A valid driver's license. Applicants must be prepared to work extended hours.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Public Service Act and Regulations, PFMA, Treasury Regulations, Treasury Practice Notes, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, financial management skills, BAS and Persal.

KEY RESPONSIBILITIES: To provide internal control services in the department. Manage the implementation of internal audit recommendations. Manage the implementation of external audit recommendations. Undertake internal control reviews to ensure compliance with prescripts, policies and procedures. Manage enquiries/investigations on irregular and fruitless and wasteful expenditure. Ensure effective management of resources for the Sub-Directorate

ENQUIRIES: Mrs T.N. Hlengwa 033 - 3419300

This is a re-advertising of post number: CSL32/2022. Applicants who applied for this post previously are advised to re-apply as previous applications will not be considered.



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POST : DRIVER / MESSENGER
REF. NO. : CSL29/2023
SALARY : R 151 884 per annum (SALARY LEVEL 4)
CENTRE : DURBAN

POST REQUIREMENTS: Junior Certificate or equivalent qualification together with a minimum of 1 year driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform a messenger functions and routine office support like registry functions and the making of photocopies. Driving skill, Good Interpersonal relations skills, Communication Skills.

KEY RESPONSIBILITIES: To provide effective and efficient driving and messenger duties to the office of the Head of Department / Office of the MEC. Drive light and medium motor vehicles. Render a messenger support service in the relevant office. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Do routine maintenance on the allocated vehicle.

Shortlisted candidates will be required to undergo a drivers competency assessment.

ENQUIRIES : Mrs SP Bhengu
Telephone: 033 - 3419300

This is a re-advertising of post number: CSL32/2022. Applicants who applied for this post previously are advised to re-apply as previous applications will not be considered.