



To all Departmental Staff Members

VACANCY CIRCULAR NO. 2 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 utilize 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 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.

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: **31 March 2023.**



MR. C.S NGCOBO
DIRECTOR: CORPORATE SERVICES

DATE: 13/03/2023

GROWING KWAZULU-NATAL TOGETHER



KWAZULU-NATAL PROVINCE

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

**POST : ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET
AUDITING**

REF. NO. : CSL06/2023

SALARY : R 491 403 per annum (SALARY LEVEL 10)

CENTRE : PIETERMARITZBURG

POST REQUIREMENTS: A degree in Law or Police Science or Social Science or Criminology or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in prosecution or criminal investigation. A valid driver's licence. Applicants must be prepared to work extended hours.

KNOWLEDGE, SKILLS AND COMPETENCIES: Constitution, Criminal Law, Law of Evidence, Criminal Procedure Act, Criminal Justice System, Public Service Act and Regulations, PFMA, Civilian Secretariat for Police Act, SAPS Act, Domestic Violence Act, Policing Policies, Procedures and Standing Orders, Criminal Investigation/Prosecution, Communication, Project management, Report writing, Financial Management, Conflict Resolution.

DUTIES: To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the Region. Monitor and evaluate the service delivery of police stations and clusters in the Region, with emphasis to processing of dockets and cases. Address complaints against police stations in the Region by carefully scrutinizing dockets and cases. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Monitor priority cases and protest action cases. Develop and maintain partnerships in police oversight with relevant organisations within the Region.

**ENQUIRIES : Ms. L. Moodley
Telephone: 033 - 3419300**

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).*

SIGNATURE

DATE