



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. 4 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 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: **15 July 2022.**



MR. C.S NGCOBO
DIRECTOR: CORPORATE SERVICES

DATE: 1/7/2022



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**COMMUNITY SAFETY AND LIAISON
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**POST : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT,
PLANNING, POLICY AND WELLNESS**

REF. NO. : CSL05/2022

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: A 3-year National Diploma (NQF level 6) or higher qualification in Human Resource Management / Development or equivalent qualification recognized by SAQA, together with a minimum of three to five years Junior Management experience in the human resources environment. Valid driver's license. Applicants must be prepared to work extended hours.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of public service, regulations, Knowledge of HRD Strategy, Skills Development Act and other training, related legislations, Provincial Growth and Development Strategy; PFMA, HR systems, including "Persal", Public service regulations, Knowledge in Project Management, communication skills, Project management skills, Report writing skills, Presentation skills, Facilitation skills, Occupational Health and Safety Act, Employee Health and Wellness Strategic framework for the Public Service, Employment Equity Act.

KEY RESPONSIBILITIES: To manage Human Resource Planning, Policy, Development and Wellness (EHW and SHEQ) for the department. Manage the implementation of Performance Management Systems. Manage the quality of work life in the department (EHW and SHEQ). Develop, monitor and review human resources policies, systems, norms and standards. Ensure effective management of resources for the Division.

ENQUIRIES: Mr. Mark Ferreira (033) 3419300



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**POST : ASSISTANT DIRECTOR: POLICE PERFORMANCE,
MONITORING AND EVALUATION**

REF. NO. : CSL06/2022

SALARY : R 477 090 per annum (SALARY LEVEL 10)

CENTRE : ZULULAND

POST REQUIREMENTS: A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours.

KNOWLEDGE, SKILLS AND COMPETENCIES: Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

KEY RESPONSIBILITIES: 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 by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in crime prevention with relevant organisations within the district.

**ENQUIRIES : Mr. A.K Mtshali
Telephone: 035 - 8708600**



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**COMMUNITY SAFETY AND LIAISON
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POST : ADMINISTRATIVE CLERK: FLEET MANAGEMENT

REF. NO. : CSL07/2022

SALARY : R 176 310 per annum (SALARY LEVEL 5)

CENTRE : PIETERMARITZBURG

POST REQUIREMENTS: Senior Certificate or equivalent qualification together with a minimum of 1 year experience in fleet management. A valid driver's license. Relevant qualification recognised by SAQA and Practical knowledge of Fleet Services in the Public Service will be an added advantage.

KNOWLEDGE, SKILLS AND COMPETENCIES: Transport policies and procedures, Departmental Policies, Understanding HRM practices in the Public Service, Public Service reporting procedures and work environment, Research and policy development processes, Interpretation of legislation, policies and statistics, Understanding of all prescripts, practices and procedures, Interpretation and application of policies/legislation, Problem solving and analytical thinking, Computer skills, Communication, Negotiation skills.

KEY RESPONSIBILITIES: To render an effective administrative service for Government vehicles and to ensure effective management and control. Allocate pool vehicles. Ensure maintenance of pool vehicles, including cleanliness of pool vehicles. Administer log sheets for pool vehicles. Provide administrative support, including compliance departmental policies and prescripts.

**ENQUIRIES : Mr. V.V Khumalo
Telephone: 033 - 3419300**



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POST : DRIVER / MESSENGER

REF. NO. : CSL08/2022

SALARY : R 147 459 per annum (SALARY LEVEL 4)

CENTRE : PIETERMARITZBURG

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. 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 may be required to undergo a drivers competency assessment.

**ENQUIRIES : Ms. N.T.P Shandu
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