



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

CORPORATE SERVICES

Private Bag X454, Pietermaritzburg, 3200

179 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033- 341-9300 Fax: 033- 342-6345

### VACANCY CIRCULAR NO. 2 OF 2020: 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 equal opportunities, 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 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**
  - (a) Applications must be submitted on the prescribed application form Z83 (originally signed) and must be accompanied by a detailed CV and originally certified copies of required educational qualification, driver's license, Identity Document set out in advert for each vacancy and any other requirements indicated in the advertisement (not copies of certified copies) **(NB: Applicants must not assume that because they are employed by the Department of Community Safety and Liaison they do not have to submit all of the required documents; these must be attached to the application)**. Failure to comply with the above instruction will lead to applications being disqualified. Under no circumstances will faxed applications be accepted. **Please note that curriculum vitae will not be returned.**
  - (b) Candidates must indicate the reference number of the post which they are applying for on the application form Z 83.
  - (c) Candidates requiring additional information must direct their enquiries telephonically to the person indicated below the post.
  - (d) Receipt of applications will not be acknowledged and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.




**KWAZULU-NATAL PROVINCE**  
**COMMUNITY SAFETY AND LIAISON**  
**REPUBLIC OF SOUTH AFRICA**

4. Applications may be forwarded by post: Head: Community Safety and Liaison  
Human Resource Management  
Private Bag X9143  
Pietermaritzburg  
3200

For Attention: **Ms K.S Mthembu**

or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

5. Candidates with disabilities are also encouraged to apply.
6. Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.
7. Closing date: **25 September 2020.**

  
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**MR C.S NGCOBO**  
**ACTING DIRECTOR: CORPORATE**  
**SERVICES**

DATE: 09/09/2020



**KWAZULU-NATAL PROVINCE**

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

**POST : DISTRICT COORDINATOR**

**REF. NO. : CSL07/2020**

**SALARY** : An all-inclusive remuneration package of **R 869 007 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.

**CENTRE : Ugu District**

**POST REQUIREMENTS:** 3 year National Diploma (NQF level 6) or higher in Public Administration / Development Studies / Business Management or relevant equivalent qualification together with a minimum of 3 years junior management experience. Valid driver's license Code B. 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 (033) 3419300**

This is a re-advertising of post number: CSL08/2019 and applicants who previously applied for this post are welcome to re-apply, as previous applications will not be considered



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

**POST : DISTRICT COORDINATOR**

**REF. NO. : CSL08/2020**

**SALARY** : An all-inclusive remuneration package of **R 869 007 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.

**CENTRE : UMkhanyakude District**

**POST REQUIREMENTS:** 3 year National Diploma (NQF level 6) or higher in Public Administration / Development Studies / Business Management or relevant equivalent qualification together with a minimum of 3 years junior management experience. Valid driver's license Code B. 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: Mr I Nxumalo (033) 3419300**

**This is a re-advertising of post number: CSL09/2019 and applicants who previously applied for this post are welcome to re-apply, as previous applications will not be considered.**



**KWAZULU-NATAL PROVINCE**

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

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

**REF. NO. : CSL09/2020**

**SALARY : R 470 040 per annum (SALARY LEVEL 10)**

**CENTRE : King Cetshwayo District**

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

**KNOWLEDGE, SKILL 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 : Ms S.N Chamane  
Telephone: 033 – 3419300**

**This is a re-advertising of post number: CSL11/2019 and applicants who previously applied for this post are welcome to re-apply, as previous applications will not be considered**



**KWAZULU-NATAL PROVINCE**

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

**POST : ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS**

**REF. NO. : CSL10/2020**

**SALARY : R 470 040 per annum (SALARY LEVEL 10)**

**CENTRE : UThukela District**

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

**KNOWLEDGE, SKILL 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 promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums; community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

**ENQUIRIES : Dr L.M Zondi  
Telephone: 033 – 3419300**



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

**POST : ASSISTANT DIRECTOR: POLICE PERFORMANCE,  
MONITORING AND EVALUATION – (DOCKET AND CASE  
MONITORING)**

**REF. NO. : ETHEKWINI REGION: CSL11 /2020  
MIDLANDS REGION: CSL12 /2020  
EASTERN REGION: CSL13 /2020  
COASTAL REGION: CSL14 /2020  
NORTHERN REGION: CSL15 /2020  
HEAD OFFICE AND SPECIALISED UNITS: CSL16/2020**

**CENTRE : Pietermaritzburg**

**SALARY : R 470 040 per annum (SALARY LEVEL 10)**

**POST REQUIREMENTS:** 3 year National Diploma (NQF level 6) or higher in Law / Police Science / Social Science / Criminology or relevant equivalent qualification together with a minimum of 3 year appropriate experience in prosecution or criminal investigation or monitoring and evaluation together with a valid drivers license. Applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILL 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.

**KEY RESPONSIBILITIES:** To conduct dockets and case monitoring in all police stations within the district. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the district. Monitor and evaluate the service delivery of police stations and clusters in the district, with emphasis to processing of dockets and cases. Address complaints against police stations in the district 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. Develop and maintain partnerships in police oversight with relevant organisations within the district.

**ENQUIRIES : Mr R.L Goniwe  
Telephone: 033 - 3419330**

**These posts are re-advertised and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.**



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**COMMUNITY SAFETY AND LIAISON  
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**POST : ADMINISTRATION CLERK: DISTRICT SUPPORT**

**REF. NO. : CSL17/2020**

**SALARY : R 173 703 per annum (SALARY LEVEL 5)**

**CENTRE : Ethekwini Metro: Durban South**

**POST REQUIREMENTS: Senior Certificate or equivalent qualification**

**KNOWLEDGE, SKILL AND COMPETENCIES: The Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills.**

**KEY RESPONSIBILITIES: To render administrative support services in the district. Maintain filing systems and general office services functions for the facility. (general clerical support services). Implement supply chain services. Implement corporate services. Carry out efficient, effective and economical procedures and processes in the utilisation of resources allocated to the district.**

**ENQUIRIES : Ms K.B Mthembu  
Telephone: 033 - 3606586**

**This is a re-advertising of post number: CSL232019 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered**





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**COMMUNITY SAFETY AND LIAISON  
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**POST : ADMINISTRATION CLERK: DISTRICT SUPPORT**

**REF. NO. : CSL18/2020**

**SALARY : R 173 703 per annum (SALARY LEVEL 5)**

**CENTRE : UMgungundlovu District**

**POST REQUIREMENTS:** Senior Certificate or equivalent qualification.

**KNOWLEDGE, SKILL AND COMPETENCIES:** The Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills.

**KEY RESPONSIBILITIES:** To render administrative support services. Maintain filing systems and general office services functions for the facility. (general clerical support services). Implement supply chain services. Implement corporate services. Carry out efficient, effective and economical procedures and processes in the utilisation of resources allocated to the district.

**ENQUIRIES : Ms D.K Sibande  
Telephone: 033 - 3419300**

**This is a re-advertising of post number: CSL24/2019 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.**



**KWAZULU-NATAL PROVINCE**

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

**POST : SECRETARY TO DIRECTOR: COASTAL REGION**

**REF. NO. : CSL19/2020**

**SALARY : R 173 703 per annum (SALARY LEVEL 5)**

**CENTRE : Pietermaritzburg**

**POST REQUIREMENTS: Senior Certificate or equivalent qualification.**

**KNOWLEDGE, SKILL AND COMPETENCIES: Knowledge: Public Service Act / Regulations, Departmental Policies, Understanding SCM practices in the Public Service, Public Service, reporting procedures and work environment, Computer based SCM Control systems, understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co-ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access), SCM practices, Team building, Communication (verbal, written and networking).**

**KEY RESPONSIBILITIES: To render a secretarial and related support to the Director. Provide secretarial/receptionist support service to the Manager. Provide clerical support service to the Director. Keep abreast with new developments and prescripts/policies. Manage the assets and maintenance of equipment.**

**ENQUIRIES : Ms S.N Chamane  
Telephone: 033 - 3419300**

**This is a re-advertising of post number: CSL26/2019 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.**