



To all Departmental Staff Members

VACANCY CIRCULAR NO. 2 OF 2021: 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**
 - 3.1 Applications must be submitted on the amended (i.e. the new Z83) form and should be accompanied by certified copies of qualifications, drivers' license, Identity Document together with comprehensive curriculum vitae. Faxed or e-mailed applications will not be considered. All fields in the amended (i.e. new Z83) form are mandatory and must be completed in full and the form must be initialled on each page and signed at the back in order for an applicant to be considered for any post. **Should an application be received using the old employment form (Z83), it will not be considered.**
 - 3.2 Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
 - 3.3 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.
 - 3.4 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.
 - 3.4 Applicants with disabilities are also encouraged to apply.



KWAZULU-NATAL PROVINCE

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

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

For Attention: Ms D.P Chalmers

or hand delivered to 179 Jabu Ndlovu Street, Pietermartizburg.

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: **5 March 2021**.

**MR C.S/NGCOBO
ACTING DIRECTOR: CORPORATE MANAGEMENT**

DATE: 19/02/2021



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

2 POSTS : ADMINISTRATION CLERK: DISTRICT SUPPORT

Reference Number	Centre
CSL07/2021	Harry Gwala
CSL08/2021	Umkhanyakude

SALARY : R 173 703 per annum

SALARY LEVEL: 5

POST REQUIREMENTS: Senior Certificate or equivalent.

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 D.P Chalmers
Telephone: 033 - 3419300**