



Private Bag X9143, Pietermaritzburg, 3200
179 Jabu Ndlovu, Pietermaritzburg, 3201
Tel: (033) 341 9300 (Switchboard) Fax: (033) 342 6345

To all Departmental Staff Members

VACANCY CIRCULAR NO. 5 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.

4. Applications may be forwarded by post: Head: Community Safety and Liaison
Human Resource Management Component
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: 27 November 2020.**



MR C.S NGCOBO
ACTING DIRECTOR: CORPORATE SERVICES

DATE: 19/11/2020

POST : DISTRICT COORDINATOR

CENTRE : Amajuba - CSL23/2020
Ugu – CSL24/2020
Umkhanyakude – CSL25/2020

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.

POST REQUIREMENTS: 3 year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. 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 D.P Chalmers (033) 3419300

These posts are re-advertised and applicants who previously applied for the following posts: District Coordinator: Amajuba –CSL01/2020, District Coordinator: Ugu –CSL07/2020 and District Coordinator: Umkhanyakude –CSL08/2020, do not have to re-apply as your application/s will be considered.

POST : ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS

REF. NO. : CSL26/2020

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

CENTRE : Harry Gwala

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 and 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 : Ms N Malima-Tindleni
Telephone: 033 – 3419300

This post was advertised as CSL/03/2020, applicants who previously applied for CSL/03/2020 and applicants who previously applied need not to re-apply as previous applications will be considered.