



To all Departmental Staff Members

## **VACANCY CIRCULAR NO. 1 OF 2021: KZN DEPARTMENT OF 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 APPLICANTS**
  - (a) 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 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 initialed on each page and signed at the back in order for an applicant to be considered for any post. **Applications in old employment form (Z83) will not be considered.**
  - (b) Candidates must not send applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction will be disqualified.
  - (c) Candidates must submit separate applications for each post applied for, quoting the applicable reference number on the application form.
  - (d) Candidates requiring additional information must direct their enquiries telephonically to the person indicated below the post.
  - (e) 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 Component  
Private Bag X9143  
Pietermaritzburg  
3200

For Attention: **Ms DP Chalmers**

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) 12 FEBRUARY 2021.**

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

DATE: 21/01/2021



## **KWAZULU-NATAL PROVINCE**

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

**POST : DIRECTOR: CORPORATE SERVICES**  
**REF. NO. : CSL01/2021**  
**CENTRE : PIETERMARITZBURG**  
**SALARY : R 1 057 326 per annum (Inclusive Package)**

An all-inclusive remuneration package of R 1 057 326 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:** An (NQF level 7) qualification recognized by SAQA in Public Administration or relevant equivalent coupled with 5 years (minimum) of experience at a middle/senior managerial level in a corporate services environment, preferably in the Public Service, and completion of the Public Service Senior Management Leadership Programme (*Certificate for entry into SMS*). Valid driver's license and 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, HR systems including "Persal", 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, HR systems including "Persal", Communication skills, Project management skills relating to crime prevention, Report writing skills.

**KEY RESPONSIBILITIES:** To provide corporate support services. Provide strategic direction for the Directorate and ensure development of effective Human Resources, Communication, Information Technology and Auxiliary services policies, guidelines, norms and standards. Manage the provisioning of human resources. Manage the provisioning of Information Technology. Promote the strengthening and maintenance of vibrant relationships with stakeholders. Oversee the management of Auxiliary Services. Ensure effective management of resources for the Sub-Directorate.

**NB: This post is being re-advertised. Applicants who previously applied may re-apply as previous applications will not be considered.**

**IN LINE WITH THE DEPARTMENT'S EMPLOYMENT EQUITY TARGETS, IT IS THE INTENTION TO FILL THIS POST WITH A FEMALE CANDIDATE.**



**POST** : **DIRECTOR: RISK AND INTEGRITY MANAGEMENT SERVICES**  
**REF. NO.** : **CSL02/2021**  
**CENTRE** : **PIETERMARITZBURG**  
**SALARY** : **R 1 057 326 per annum (Inclusive Package)**

An all-inclusive remuneration package of R 1 057 326 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:** An (NQF level 7) qualification recognized by SAQA in Commerce/Accounting/ Auditing and Risk Management or relevant equivalent coupled with minimum 5 years experience at a middle/senior managerial level in Accounting and or Auditing/Internal Auditing/Internal environment and completion of the Public Service Senior Management Leadership Programme (*Certificate for entry into SMS*). Valid driver's license and applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including, Constitution of South Africa, Public Financial Management Act (PFMA), Public Sector Risk Management Framework, Treasury Regulations, Public Service Regulatory Framework (PSRF), Financial Disclosure Framework, Public Service Regulation, 2016, National development Plan, 2012, Prevention and combating Corrupt Activities act,2000, Public Service Anti-Corruption strategy, 2002, Guidelines for implementing Minimum Anti-Corruption Capacity, Public Sector Integrity Management, Promotion Of Administrative Justice Act, 2000, Government Priorities Protected Disclosure Act, 2000, General Recognised Accounting Principles, Generally Accepted Accounting Principles, King III Report, 2009, Risk Analysis/management , Public Service Act,1994, Risk Management Practices, Basic Accounting System (BAS), Departmental Accounting framework, Labour Relations Act, Public Service Code of conduct, Provincial Treasury Practice notes, Internal Controls procedures, Problem-solving, Analytical and numeracy, Analytical and quantitative method tools, Verbal and written communication, Good interpersonal relations, Research, Report writing, Policy interpretation/analysis and development, Project planning and management, Change management, Negotiation, Financial management, Organizing, Presentation, Facilitation, Time management, Policy development, Management , Driving, Statistical and quantitative analysis, Computer skills : Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet, Self-discipline and ability to work under pressure.

**KEY RESPONSIBILITIES:** To manage and oversee the provisioning of effective and efficient departmental risk and integrity management services in terms legislative mandates. Manage the development and implementation of risk management strategies and plans. Manage the development and implementation of ethics and integrity management strategies and programmes. Ensure the development and implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Manage the development and implementation of policies and procedures. Manage the resources of the directorate.

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## **KWAZULU-NATAL PROVINCE**

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

**POST : DIRECTOR: INTEGRATED PLANNING, INTERNAL  
MONITORING AND EVALUATION**

**REF. NO. : CSL03/2021**

**CENTRE : PIETERMARITZBURG**

**SALARY : R 1 057 326 per annum (Inclusive Package)**

An all-inclusive remuneration package of R 1 057 326 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:** An (NQF level 7) qualification recognized by SAQA in Public Administration/ Strategic Planning/Monitoring and Evaluation or relevant equivalent coupled with 5 years (minimum) of experience at a middle/senior managerial level in strategic planning and/or monitoring and evaluation environment, preferably in the Public Service, and completion of the Public Service Senior Management Leadership Programme (***Certificate for entry into SMS***). Valid driver's license and 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 in crime prevention, Report writing, skills, Financial Management skills

**KEY RESPONSIBILITIES:** To manage and coordinate strategic planning, monitoring and evaluation services. Provide strategic management services in alignment with the Department planning processes. Ensure that internal monitoring and evaluation services takes place within the department. Oversee and coordinate all internal monitoring and reporting functions. Manage monitoring and reporting systems, aligned to the planning, budgeting and reporting cycles. Manage and implement mechanisms for monitoring organisational performance for the Department. Ensure effective and efficient management of resources

**ENQUIRIES : Mr T.S Mohlomi  
Telephone: 033 – 3419300**

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## **KWAZULU-NATAL PROVINCE**

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

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

**REF. NO.** : **MIDLANDS REGION: CSL04 /2021  
EASTERN REGION: CSL05/2021  
COASTAL REGION: CSL06/2021  
HEAD OFFICE AND SPECIALISED UNITS: CSL07/2021**

**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, 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.

**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**

**NB: These posts are being re-advertised. Applicants who previously applied for any of these posts may re-apply as previous applications will not be considered.**