



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. 3 OF 2024: 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 With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in two ways: -
 - a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>) or
 - b) by submitting paper copies of their Z83 and CV directly to the department
 - 3.2 All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013.
 - 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.



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: Mr. K.W Ngongoma

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: 11 October 2024.**



MR. C.S NGCOBO
DIRECTOR, CORPORATE SERVICES

DATE: 2024.09.20



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

POST OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT

REF. NO. CSL04/2024

SALARY An all-inclusive remuneration package of R 849 702 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 Pietermaritzburg

REQUIREMENTS A Degree or National Diploma (NQF level 6) or higher in Public Administration or Office Administration or relevant qualification with a minimum of 3 years junior management experience. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of public service regulations, PFMA, Public service regulations, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, Financial Management skills.

DUTIES To provide administrative support to the Head of Department. Manage resources in the office of the Head of Department. Coordinate, manage and quality control information and communication between the Department, HOD and the MEC. Coordinate and provide secretarial services to departmental meetings. Source information required by the Head of Department.

ENQUIRIES Ms. G.P Xaba Makhetha, Telephone No. 033 – 3419300



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

POST PRINCIPAL PERSONNEL OFFICER

REF. NO. CSL05/2024

SALARY R 308 154 per annum (Salary level 7)

CENTRE Pietermaritzburg

REQUIREMENTS A Senior Certificate or equivalent together with a minimum of three years appropriate experience in Human Resource Management field. Must have completed the Persal Introduction course. Knowledge of the Public Service Act and Regulations, PFMA, HR systems including "Persal", Public service prescripts relating to HRM, Basic conditions of employment Act and Labour Relations Act. Communication skills, Computer literacy (info extraction, presentation and data capturing), Problem solving skills, Good interpersonal relations, verbal and written communication skills and Report writing skills.

DUTIES To administer human resource administration services. Implement and provide guidelines for the conditions of service and employee benefits for the department. Process the remuneration of all the employees in the department. Administer the selection, appointment and placement process. Ensure effective supervision of staff. Administer Staff Exits.

ENQUIRIES Mr. V. Parthab, Telephone No. 033 – 3419337

NOTE: This is a readvertisement of post number CSL01/2024 and candidates who previously applied will have to re-apply as previous applications will not be considered.