



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

### **HEAD OFFICE- PIETERMARITZBURG**

**POST:** CHIEF DIRECTOR: INFRASTRUCTURE PROGRAMME COORDINATION

**SALARY:** R1,371,558 per annum (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

**SALARY LEVEL:** 14

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** CD/IPC/HO-042024

**REQUIREMENTS:** Bachelor's Degree or equivalent qualification in Engineering, Quantity Surveying or Architecture, Town and Regional Planning or Infrastructure Project Management. A minimum of five (5) years relevant experience at a senior managerial level in the roll out of the IDMS within a Government Department. Proficiency in relevant word processing, spreadsheet and presentation software packages. Registration as a Built Environment professional will be an added advantage. Possession of a valid driver's licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate prior to appointment.

**KEY PERFORMANCE AREAS:** Manage the implementation and institutionalisation of the IDMS within Public Works. Manage IDMS Capacitation in the Department. Manage infrastructure Planning for Health, Education and Other Client Departments / Implementing Agents. Manage Health, Education and Other Clients and Implementing Agents Programme, Project Management and Maintenance and report thereon. Management of resources.

**RECOMMENDATIONS:** Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.

Enquires: Mr SP Majola (Head of Department: Tel: 033 – 355 5562)

**NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.**

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**POST:** DEPUTY DIRECTOR: BUDGET AND ACCOUNTING SERVICES

**SALARY:** R849 702 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

**SALARY LEVEL:** 11

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG  
**REFERENCE:** DD/BCE/HO-042024

**REQUIREMENTS:** An appropriate National Diploma / Degree with a minimum of three (3) years to five (5) at junior management experience in a finance environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Manage monthly cash flows. Manage rollovers and virement of funds. Manage and monitor expenditure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

**RECOMMENDATIONS:** Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking). Presentation and facilitation skills.

**ENQUIRIES:** Ms N Orrie: 033 355 5432

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**POST:** DEPUTY DIRECTOR: ACQUISITIONS AND DEMAND

**SALARY:** R849 702 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

**SALARY LEVEL:** 11

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** DD/AD/HO-042024

**REQUIREMENTS:** An appropriate National Diploma / Bachelor's Degree or equivalent qualification with a minimum three (3) to five (5) years junior management level experience in a Supply Chain Management environment. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Manage acquisition services. Manage demand management services. Manage the development of policies, guidelines and procedures and ensure compliance thereof. Manage the resources of the sub-Directorate.

**RECOMMENDATIONS:** Detailed knowledge of public sector, and relevant legislation/statutes. Interpretation and application of policies/legislation. Excellent communication (verbal, written and networking). Presentation and facilitation skills.

**ENQUIRIES:** Mr. M Zondi: 033 355 5507

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**POST:** ASSISTANT DIRECTOR: ASSETS: FLEET MANAGEMENT

**SALARY:** R444 036 per annum

**SALARY LEVEL:** 09

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE :** AD/FM/HO-042024

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.

**KEY PERFORMANCE AREAS:** Facilitate purchasing and utilization of KZN transport. Facilitate processing of applications and utilization of Subsidized vehicles. Co-ordinate accident and mechanical reports. Provide advice and guidance and input to policy. Supervise staff.

**RECOMMENDATIONS:** Knowledge: Public Service Act/ Regulations, Service Delivery Improvement policies and strategies. Interpretation and application of policies/ legislation. Research, policy formulation and supervisory skills

**ENQUIRIES:** Ms T Msomi: 033 355 5403

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**POST:** ASSISTANT DIRECTOR: COMMUNICATION

**SALARY:** R444 036 per annum

**SALARY LEVEL:** 09

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** AD/COM/HO-042024

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma. A minimum of three (3) to five (5) years' relevant experience at a supervisory level. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.

**KEY PERFORMANCE AREAS:** Manage external and internal communication. Facilitate the marketing of the Department. Develop the branding material for the Department. Monitor Website information (intra-net/internet). Provide advice and guidance and input to policy. Manage resources of the Division.

**RECOMMENDATIONS:** Knowledge of the Public Service Act / Regulations, relevant Policies and Strategies. Excellent communication (verbal, written and networking). Presentation and facilitation skills.

**ENQUIRIES:** Mr B Nhaca : 033 260 4010

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**POST:** LABOUR RELATIONS PRACTITIONER: MISCONDUCT AND DISCIPLINE

**SALARY:** R376 413 per annum

**SALARY LEVEL:** 08

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** LRP/MD/HO-042024

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma or equivalent qualification. A minimum of three (3) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.

**KEY PERFORMANCE AREAS:** Administer misconduct and disciplinary matters. Ensure compliance with legislative framework relating to Misconduct and discipline. Administer appeals applications. Promote sound collective bargaining and labour relations processes

**RECOMMENDATIONS:** Knowledge: Public Service Act / Regulations, policies and strategies. Labour Relations Act, Collective Agreements, Bargaining Structures, Misconduct and Disputes. Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Appeals process. Excellent communication (verbal, written and networking).

**ENQUIRIES:** Mr. M Mdunge: 033 260 4124

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**POST:** LABOUR RELATIONS PRACTITIONER: GRIEVANCE AND DISPUTES

**SALARY:** R376 413 per annum

**SALARY LEVEL:** 08

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** LRP/GD/HO-042024

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma or equivalent qualification. A minimum of three (3) to five (5) years' relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.

**KEY PERFORMANCE AREAS:** Administer and investigate grievance. Represent the department at conciliations and arbitrations and facilitate the implementation of conciliation/settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievance and disputes. Maintain statistical records and compile reports, submissions and updates regarding grievance, dispute, industrial action matters and compile LR monitoring and evaluation reports. Promote sound collective bargaining and labour relations processes.

**RECOMMENDATIONS:** Knowledge: Public Service Act / Regulations, policies and strategies. Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Excellent communication (verbal, written and networking).

**ENQUIRIES:** Mr. M Mdunge: 033 260 4124

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**POST:** INFORMATION COMMUNICATION TECHNOLOGY SPECIALIST

**SALARY:** R376 413 per annum

**SALARY LEVEL:** 08

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** ICT/S/HO-042024

**REQUIREMENTS:** An appropriate Degree / National Diploma / Diploma / Certificate in Information Technology (IT) field. A minimum of three (3) years' in an IT services environment experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's license.

**KEY PERFORMANCE AREAS:** Plan, develop, co-ordinate, administer and implement ICT projects, policies and procedures. Co-ordinate and Administer the Department's internal IT Helpdesk, call escalations and 2nd level specialized IT Support to users. Co-ordinate and monitor the procurement process for ICT projects and purchasing and monitor the ICT Procurement Contracts and SITA Bids. Co-ordinate IT Asset management and provide statistical information and related reports. Research, formulate and communicate Department standards for hardware and software and ensure compliance with regard to IT policies and procedures. Supervise staff.

**RECOMMENDATIONS:** Legislation (PFMA, Regulations, Treasury Regulations, Practice Notes, etc), Understanding HR policies and procedures, ICT Auditing procedures including norms and standards

**ENQUIRIES:** Mrs R Marillier: 033 355 5411

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**POST:** PERSONAL ASSISTANT TO DIRECTOR: SUPPLY CHAIN MANAGEMENT

**SALARY:** R308 154 per annum.

**SALARY LEVEL:** 07

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** PA/SCM/HO-042024

**REQUIREMENTS:** A Grade 12 plus Secretarial Diploma/ equivalent qualification. A minimum of three (3) to five (5) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.

**KEY PERFORMANCE AREAS:** Provides a secretarial support service to the Director. Renders administrative support services. Provides support to Director regarding meetings. Supports the Director with the administration of the director's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**RECOMMENDATIONS:** Knowledge of a limited range of work procedures & elementary clerical duties. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration.

**NB: Candidates may be subjected to a computer assessment to determine computer literacy.**

**ENQUIRIES:** Mr. M Zondi – 033 355 5499

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**POST:** ADMINISTRATIVE OFFICER: ASSETS: FLEET MANAGEMENT

**SALARY:** R308 154 per annum.

**SALARY LEVEL:** 07

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** AO/FM/HO-042024

**REQUIREMENTS:** A Grade 12 with minimum of two (2) to three (3) years relevant administrative experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Coordinate application of subsidized vehicles and administer the acquisition of official vehicles. Administer bookings for vehicle repairs and maintenance. Conduct inspection on both subsidized and official vehicles and control Road Traffic Contravention Notices. Monitor utilization and licensing of state vehicles and compile subsidized vehicle reports. Convene DMTC Committee meetings and provide secretariat duties to the Departmental Transport Forum. Supervise staff.

**RECOMMENDATIONS:** Knowledge of relevant prescripts. Excellent communication and listening skills. Report writing skills.

**ENQUIRIES:** Mrs T Msomi : 033 355 5403

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**POST:** DESKTOP PUBLISHER  
**SALARY:** R255 450 per annum.  
**SALARY LEVEL:** 06  
**CENTRE:** HEAD OFFICE, PIETERMARITZBURG  
**REFERENCE:** DP/HO-042024

**REQUIREMENTS:** Grade 12 plus appropriate Degree/ National Diploma in Graphic Design/ Desktop Publishing(DTP) with minimum of one (1) to two (2) years relevant experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.

**KEY PERFORMANCE AREAS:** Prepare publications and design layout, formatting and dissemination of Departmental material. Design promotional material for the department. Co-ordinate publication of information packages. Monitor and ensure compliance to desktop publishing service standards within the department.

**RECOMMENDATIONS:** Sound knowledge of a wide range of activities such as: Drawing DTP Programme, Scanning, Special DTP equipment, Adobe Illustrator, Adobe Photoshop, Adobe InDesign. Departments Strategic Planning, Public Service Regulation.

**ENQUIRIES:** Mr B Nhaca : 033 260 4010

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**POST:** ADMINISTRATION CLERK: ACQUISITIONS (3 POSTS)  
**SALARY:** R216 417 per annum.  
**SALARY LEVEL:** 05  
**CENTRE:** HEAD OFFICE, PIETERMARITZBURG  
**REFERENCE:** AC/ACQ/HO-042024

**REQUIREMENTS:** Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook).

**KEY PERFORMANCE AREAS:** Duties will be of a clerical nature within the respective business unit.

**RECOMMENDATIONS:** Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

**ENQUIRIES:** Mrs. B N Zulu – 033 355 5563

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**POST:** HUMAN RESOURCE OFFICER: SERVICE CONDITIONS & REMUNERATION

**SALARY:** R216 417 PER ANNUM.

**SALARY LEVEL:** 05

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**REFERENCE:** HRO/SCR/HO-042024

**REQUIREMENTS:** Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook).

**KEY PERFORMANCE AREAS:** Duties will be of a clerical nature within the respective business unit.

**RECOMMENDATIONS:** Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

**ENQUIRIES:** Mrs. F Chetty – 033 260 4135

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### **MIDLANDS REGION- LADYSMITH**

**POST:** CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A: 3 POSTS

**SALARY:** R833 499 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE)

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE :** CPM/MR-042024

**REQUIREMENTS:** An appropriate National Higher Diploma with a minimum of 4years and six months certified experience Or a B.Tech with a minimum of 4 years certified managerial experience Or a Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**KEY PERFORMANCE AREAS:** The duties are prescribed of a Construction Project Manager as per the OSD.

**NB:** Provision exists for salary packages to be reviewed for **production** positions, on the basis of an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.

**ENQUIRIES** : Mr. WG Hadebe : 036-638 8071

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**POST:** DEPUTY DIRECTOR: PROGRAMME MANAGEMENT

**SALARY:** 1003 890 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

**SALARY LEVEL:** 12

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE:** DD/PM/MR-042024

**REQUIREMENTS:** An appropriate Bachelor's Degree or National Diploma Engineering or Built or related field and a Diploma in Project Management. A minimum of three (3) years junior management level experience. Computer literacy (MS word, Excel, Power point and outlook). A valid driver's licence.

**KEY PERFORMANCE AREAS:** Manage the technical portfolio in consultation with Client Departments. Manage and monitor Programme expenditure and the preparation of financial progress report. Provide advice and guidance to Client Departments. Implementation of policies and strategies aimed at improving service Delivery. Manage resources of the Sub-directorate.

**RECOMMENDATIONS:** Departmental / Provincial Policies. Broad knowledge of Legislation, Policy and Practices. Understanding HRM practices in the Public Service. Public Service reporting procedures and work environment.

**ENQUIRIES:** Mr. WG Hadebe (036-638 8071)

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**POST:** HUMAN RESOURCE PRACTITIONER: HR PROVISIONING

**SALARY:** R376 413 per annum.

**SALARY LEVEL:** 08

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE** : HRP/MR-042024

**REQUIREMENTS:** A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Implement recruitment and selection processes. Administer Appointments. Administer the implementation of the establishment on Persal. Monitor HR records. Supervise Human Resources/Staff.

**RECOMMENDATIONS:** Basic Knowledge of PFMA and Treasury Regulations Notes. HRM Policies. Planning and Organising Skills. Good verbal and written Communication Skills. Honesty, confidentiality, integrity and responsibility.



**ENQUIRIES** : Mrs. AC Thusi : 036-638 8067

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**POST:** ADMINISTRATIVE OFFICER: POST BID

**SALARY:** R308 154 per annum.

**SALARY LEVEL:** 07

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE:** AO/PB/MR-042024

**REQUIREMENTS:** A Grade 12 plus a relevant Degree or National Diploma. One (1) to two (2) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.

**RECOMMENDATIONS:** Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

**ENQUIRIES:** Ms. GB Mthethwa :036-638 8177

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**POST:** ADMINISTRATIVE OFFICER: STORES AND ASSETS

**SALARY:** R308 154 per annum.

**SALARY LEVEL:** 07

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE:** AO/SA/MR-042024

**REQUIREMENTS:** A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) years relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.

**KEY PERFORMANCE AREAS:** Administer moveable assets in the Region. Administer stores in the Region. Administer the disposal of assets in the Region. Supervise Human Resources/Staff.

**RECOMMENDATIONS:** Basic Knowledge of PFMA and Treasury Regulations Notes. Planning and Organising Skills. Good verbal and written Communication Skills.

**ENQUIRIES:** Ms. GB Mthethwa (036-638 8177)

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**POST:** ADMINISTRATION CLERK: ACQUISITION AND DISPOSAL: IMMOVABLE  
ASSET MANAGEMENT

**SALARY:** R216 417 per annum.

**SALARY LEVEL:** 05

**CENTRE:** MIDLANDS REGION (LADYSMITH)

**REFERENCE:** AC/AD/MR042024

**REQUIREMENTS:** Matric certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook).

**KEY PERFORMANCE AREAS:** Duties will be of a clerical nature within the respective business unit.

**RECOMMENDATIONS:** Preference will be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment

**ENQUIRIES:** Mr. LC Mthonti :036-638 8068

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### **NORTH COAST REGION-ULUNDI**

**POST:** DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

**SALARY:** R849 702 per annum (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]

**SALARY LEVEL:** 11

**CENTRE:** NORTH COAST REGION (ULUNDI)

**REFERENCE :** DD/SCM/NCR-042024

**REQUIREMENTS:** A Grade 12 plus an appropriate Bachelor's Degree or equivalent qualification with a minimum of three (3) to five (5) years relevant junior management experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.

**DUTIES:** Manage and co-ordinate Bid-Bid and Adjudication services. Manage Post-Bid Services. Manage Provisioning, Assets and Demand management services. Manage logistics services. Manage resources of the component.

**RECOMMENDATIONS:** Detailed knowledge of Public Sector, and Relevant legislation/status, including Public Management Finance (PFMA), Treasury Regulation, Supply Chain Management processes, procedures and Provincial Treasury Practice notes.

**ENQUIRIES:** Mr NM Sibisi 035 874 3348

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**POST:** ASSISTANT DIRECTOR: LOGISTICS

**SALARY:** R444 036

**SALARY LEVEL:** 09

**CENTRE:** NORTH COAST REGION (ULUNDI)

**REFERENCE :** ADL/NCR-042024

**REQUIREMENTS:** A Grade 12 plus a relevant Degree or National Diploma. A minimum of three (3) to five (5) years relevant work experience. Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.

**DUTIES:** Administer Auxiliary Services in the Region. Coordinate fleet management services. Monitor IT support services. Provide advice and guidance and input policy. Supervise human resources/staff.

**RECOMMENDATIONS:** Detailed knowledge of Public Service Act/ Regulations and polices. Knowledge of all Public Service and related legislation.

**ENQUIRIES:** Mr NM Sibisi 035 874 3348

## **1. DIRECTIONS TO CANDIDATES**

### **Note to applicants:**

- 1.1 The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.
- 1.2 Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website [www.kznworks.gov.za](http://www.kznworks.gov.za) or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need **not** to accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts.
- 1.3 **Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Alternatively applicants can submit their Z83 and CV online and directly to the email addresses indicated below in respect of the different centres where the posts exist.**  
**OR**  
**Direct your application quoting the reference number of the post you are applying for;**

**HEAD OFFICE POSTS Director: Human Resource Management  
Department of Public Works, Private Bag x9142 Pietermaritzburg  
3200, for attention Mrs. ZJ Hlongwane. Alternatively, applications can**

be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via [KZNPW.JOBS.HEADOFFICE@KZNWORKS.GOV.ZA](mailto:KZNPW.JOBS.HEADOFFICE@KZNWORKS.GOV.ZA)

**NORTH COAST REGION POSTS** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, Private Bag X42, Ulundi, 3838 for attention Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi or online via [KZNPW.JOBS.NORTHCOAST@KZNWORKS.GOV.ZA](mailto:KZNPW.JOBS.NORTHCOAST@KZNWORKS.GOV.ZA)

**MIDLANDS REGION POSTS:** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X 9963 Ladysmith 3370 for attention Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370 or online via [KZNPW.JOBS.MIDLANDS@KZNWORKS.GOV.ZA](mailto:KZNPW.JOBS.MIDLANDS@KZNWORKS.GOV.ZA)

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).”

- 1.4 Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA).
- 1.5 Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted.
- 1.6 The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate

this. The filling of this post will be guided by the Department's Employment Equity targets.

- 1.7 Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions.
- 1.8 Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

**Closing date: 17 May 2024**