

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za.
- FOR ATTENTION** : Ms E Perumal
- CLOSING DATE** : 21 February 2025. Applications received after this date will not be accepted.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability. Applicants should note that this is a re-advertisement, applicants who applied previously need not reapply because their applications will be considered.

MANAGEMENT ECHELON

- POST 05/83** : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 49/2024 (MID)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY** : R1 216 824 per annum (Level 13), (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in the Built Environment coupled with 5 years middle management experience in engineering and / or project and construction management as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the structure and functioning of government; Budget and cash flow management; Project life cycle costing and cash flow management; Infrastructure investment planning; Relevant policies (municipal grants, infrastructure development and public service); Computer literacy (MS Office suite, management information systems project management); Supply chain management; Labour intensive construction methodologies; Financial management; Project management; Analytical thinking and problem solving; Information management and reporting; Presentation; Planning; Leadership; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following responsibilities: Manage and

facilitate municipal infrastructure development programme and project management; Administer sustainable service delivery; Manage infrastructure finance; Manage the development and implementation of policies; Manage the resources of the Directorate.

ENQUIRIES : Ms CH Jama Tel No: (033) 3556477

OTHER POSTS

POST 05/84 : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 55/2024 (MG)**
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance

SALARY : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor of Laws degree (LLB) NQF level 8 qualification as recognised by SAQA, coupled with 3 years junior management experience with relevant local government knowledge post qualification, Admission as an Attorney or Advocate of the High Court and a driver's license. A certificate in legislative drafting will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of relevant legislation; the legal framework of Local Government; Awareness and understanding of the municipal environment; Policy analysis; Project management; Research and development of legislation; Practical demonstration of knowledge in Supply Chain Management; Planning; Conflict resolution; Team development; Decision making; Problem solving; Time management; Management of finances; Good communication skills (written and verbal); Communication with other Government Organisations, Private Sector; Computer literacy (MS Word, Excel); Valid drivers licence.

DUTIES : The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following responsibilities: Assess and monitor the executive authorities of municipalities; Assess the municipal council institutional framework and administer the legislative processes associated therewith; Facilitate the regulating and processing of municipal electoral matters; Support, monitor and guide municipalities with their legislative authority; Drafting of legal documents; Management of resources.

ENQUIRIES : Ms NP Ngwenya Tel No: (033) 355 6311

POST 05/85 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: 75/2024 (ODOE)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification in Human Resource Management or a related qualification coupled with 3 years supervisory/administrative experience in Human Resource Management. A valid driver's license. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics. Computer based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, PERSAL); Basic Financial Management; Team building; Project management; Presentation and facilitation skills; Motivation/leadership skills; Verbal and Written communication with Departmental officials (at all levels), other government institutions, NGO's and the Private sector.

DUTIES : The successful candidate will be required to facilitate human resource practices within the Department with the following responsibilities: Coordinate

Human Resource (HR) Planning; Coordinate the Employment Equity Programme within the Department; Ensure the development, review and implementation of departmental human resource policies, strategies, procedure manuals and guidelines; Ensure coordination and implementation of Departmental internal Human Resource special projects; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES

: Mr DM Cele Tel No: (033) 260 8063

POST 05/86

: **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 76/2024 (HRA)**

Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY CENTRE

: R444 036 per annum (Level 09)
: Pietermaritzburg

REQUIREMENTS

: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognized by SAQA in Human Resources coupled with 3 years supervisory/administrative experience in Human Resources. A valid driver's license. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Labour Relations Act; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer-based Human Resource Management Information Systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, PERSAL); Financial Management; Team building; Communication (verbal, written and networking); Project management; Presentation and facilitation skills; Motivation/leadership skills; Negotiation skills; Communication with members of Selection Committees, Management and Senior Management and with candidates.

DUTIES

: The successful candidate will be required to provide for the Recruitment and Selection of suitable candidates for employment with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure adherence to the Department's recruitment and selection policies; Ensure correct utilisation of the resources within the component.

ENQUIRIES

: Adv. KL Janse Van Rensburg Tel No: (033) 260 8001

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION

: Ms N Cele

CLOSING DATE

: 21 February 2025

NOTE

: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) besides the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed or emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is

not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POST

- POST 05/87** : **DEPUTY DIRECTOR: SCM BIDS APPEALS REF NO. KZNPT 25/06**
- SALARY** : R849 702 per annum, all-inclusive package
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 Degree in Supply Chain Management / Commerce / Law. A minimum of 3 years' experience in junior management level in a Supply Chain Management environment and in case flow management (legal or within an SCM Bid Appeals environment). A valid driver's licence. People with disabilities without valid Driver's licences will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: PFMA; MFMA; Preferential Procurement Policy Framework Act (PPPFA) and Regulations; National Treasury practice notes and guidelines; KwaZulu-Natal Procurement Policy Framework; Treasury Regulations; Provincial Treasury policies, practice notes and guidelines; Commercial Law principles/procedures; Public Service Regulatory Framework; and Broad Based Black Economic Empowerment Act (BBBEE); BEE Code of Good Practice. Communication; Computer literacy; Presentation; Interpersonal relations; Analytical and quantitative skills; Middle management skills; Interpretation of legislation; Project planning and management; Financial Management; Research skills; Policy analysis and development; Decision making; Influencing; Report Writing; and Conflict management.
- DUTIES** : Manage the development and maintenance of Provincial Bid Appeal Tribunal (PBAT) and Municipal Bid Appeal (MBAT) best practices notes, procedures, guidelines and systems. Manage the provisioning of the SCM Provincial Bids Appeals Tribunal (PBAT) Secretariat Services to the Provincial Departments and Public Entities. Manage the provisioning of the SCM Municipal Bids Appeals Tribunal (MBAT) Secretariat Services to the Provincial Municipalities. Facilitate the Consolidation and compilation of reports on the outcome of PBAT and MBAT appeals. Manage the provisioning technical advice and guidance to internal and external stakeholders. Manage Human Resources of the Sub-directorate.
- ENQUIRIES** : Mr. K Bezuidenhout Tel No: (033) 897 4254

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 21 February 2025 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that

prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 05/88</u>	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DOT 275/2025</u>
<u>SALARY</u>	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	An undergraduate qualification in a Management Accounting field (NQF Level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/senior managerial level in a Financial Management or Accounting environment; plus A valid driver's licence (minimum Code B) Knowledge, Skills and Competencies Required: Knowledge of Public Finance Management Act, Provincial and National Treasury Notes and Regulations, SCM Practice Notes and Procedures, Labour Relations Act, Treasury Regulations, Management of information systems, Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant act/ legislative mandates. computer skills, strategic planning skills, organizational skills, Leadership skills, financial management skills, time management, problem solving skills, communication skills, project management skills, decision making skills, driving skills, listening skills, presentation skills, analytical thinking skills, interpersonal relations skills and language skills.

DUTIES

: Provide financial planning and budgeting services: Provide inputs into the strategic plan, annual performance plan and project planning process. Manage MTEF budgeting process and ensure departmental budget is captured in the system timeously, Manage Estimates of Provincial Revenue and Expenditure process, Ensure payrolls are submitted by paymasters timeously, Manage the roll-over of funds, Manage monthly cash flow and adjusted cash flow, Monitor expenditure. Ensure management of roll-over, adjustment estimates (ENE), and virement process: Ensure that information on the requirement for roll-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments, budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Provide Monitoring and Reporting: Provide in-year monitoring & management reports, Provide inputs to budget performance reports, Provide inputs into annual reports, Monitor expenditure, Do presentation for Portfolio Committees. Manage the development and implementation of policies: Manage the implementation of National, Provincial and Departmental frameworks in relation to Financial Management, Manage the implementation of Management Accounting in the department, Monitor and evaluate compliance with implemented policies, Report on any discrepancies in regard of compliance to all relevant stakeholders, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, Develop and maintain policies and processes. Manage the effective utilization of resources: Manage human resources, Manage financial resources.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr T Nkosi Tel No: (033) 355 8008
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/89

: **DIRECTOR: STRATEGY & PLANNING REF NO: DOT 276/2025 (X1 POST)**
Strategic Planning Directorate

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (01 Post)
: An undergraduate relevant tertiary qualification in Public Administration, Public Management, Business Administration, Business Management, Business Leadership, Strategic Management, Public Policy, Monitoring & Evaluation and Developmental Studies (NQF level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/senior managerial level in an organisational Strategy Planning and Policy development environment; plus, A valid drivers' licence (minimum code B) Knowledge, Skills and Competencies Required: Knowledge of Policies, Frameworks, Plans and Guidelines, Knowledge of Planning legislation (Provincial and National), Knowledge of Planning imperatives of all spheres of Government, Broad and in-depth knowledge of legislation and policy dealing with Strategic Management, Social Development, Performance Budgeting and Public Service Acts, Policies and Regulations, Knowledge of Technical and Administrative, Public Finance Management Act, Understanding of policy research, analysis and development processes, Knowledge of Public service reporting procedures and work environment, Knowledge of National and Provincial Practice notes, Knowledge of the Labour Relations Act, Knowledge of the Employee Performance and Management System, Knowledge of the Basic Conditions of Employment Act, Knowledge of Legislative Mandates, Knowledge of Management of Information Systems, Knowledge of the National Development Plan, Knowledge of Project management Principles, Knowledge of Provincial Growth and Development Plan, Strategic management and leadership skills, Planning skills, Ability to interpret and apply policy, Analytical and innovative thinking skills, Research skills, Advanced computer skills, Report writing skills, Workshop presentation and facilitation skills, Interpersonal Relations skills, Policy formulation skills, Financial management skills, Adaptability skills, Project management skills, Problem solving skills, Proven and well developed interpersonal and communication skills (both written and verbal), Stakeholder engagement skills, Strong communication skills, The ideal candidate should be creative, innovative, honest, visionary, teamwork orientated, maintain confidentiality,

- have sound interpersonal relations, be assertive, analytical thinker, receptive to ideas and possess leadership qualities.
- DUTIES** : Develop, manage and implement policy initiatives in response to national and provincial priorities in the policy environment, Manage the development of the Strategic Plan, APP and AOP for the department, Manage and co-ordinate integrated planning, Manage resources of the Directorate
- ENQUIRIES FOR ATTENTION NOTE** : Ms B Ntombela Tel No: (033) 392 6672
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

- POST 05/90** : **DEPUTY DIRECTOR: AJUDICATION & ACQUISITIONS MANAGEMENT REF NO: DOT 277/2025 (X1 POST)**
Supply Chain Management Directorate

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, A undergraduate qualification in Supply Chain Management / Financial Management field (NQF Level 7 or higher); plus, A minimum of 3 years' junior management experience in a Finance Management/ Supply Chain Management /Asset Management environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations, Knowledge of Supply Chain Management, Practice Notes and Procedures, Knowledge of Basic Accounting System, Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations, Knowledge of Project Management Principles, Knowledge of National and Provincial Practices notes, Knowledge of Labour Relations Act, Knowledge of Employee Performance and Management System, Knowledge of Basic Conditions of Employment Act, Knowledge of Occupational Health and Safety Act, Knowledge of Legislative Mandates, Knowledge of Management of Information Systems, Knowledge of National Development Plan, Knowledge of Skills Development Act, Knowledge of Provincial Growth and Development Plan, Knowledge of Public Service Act, Financial Management skills, Project Management skills, Project Planning skills, Client Orientation and Customer Focus skills, Report writing skills, Organisational skills, Facilitation skills, Decision making skills, Computer skills, Analytic skills, Time management skills, Problem solving skills, Teamwork skills, Leadership skills, Communication skills, Ability to work under pressure, The ideal candidate should be proactive, innovative and have honesty and integrity. He/ she should be reliable, show commitment, professionalism and must also be punctual.

- DUTIES** : Manage the functional operation of the Sub- Directorate: Supply Chain Management (Acquisition Management, Oversee the bidding process, Manage the compilation of the list of prospective providers, Develop Policies and strategies aimed at improving service delivery, Manage resources of the Sub-directorate.

- ENQUIRIES FOR ATTENTION NOTE** : Ms P Mshengu Tel No: (033) 355 8730
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

- POST 05/91** : **DEPUTY DIRECTOR: TECHNICAL TRAINING CENTRE REF NO: DOT 334/2025**
Technology Transfer Directorate

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate National Diploma in Civil/Mechanical Engineering or Survey (NQF Level 6 or higher); plus, Professional registration with ECSA/SACPCMP/SAGC; plus, A minimum of 3 years junior management experience in the transport sector; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge in Built Environment professional registration processes. Knowledge in materials

laboratory management. Knowledge of materials quality control methods and procedures. Knowledge of procurement policies, procedures and guidelines. Understanding of the Public Service and departmental policies, objectives, and implementation procedures. Knowledge of Public Service reporting procedures and adhoc environment. Knowledge and experience within a technical environment. knowledge of training requirements for Civil, Mechanical Engineering, Survey, and Construction Project Management. Knowledge of QTCO, SAQA, and the NQF would be an advantage. knowledge of SETA training requirements. Computer skills. Planning and organizing skills. Sound organizational skills. Good people skills. Good telephone etiquette skills. Written communication skills. Self-management and motivational skills. Skills in the operation of materials testing equipment. The ideal candidates should have a demonstrated interest in technical training, be innovative, receptive to suggestions and ideas, accurate, have honesty and integrity, and believe in openness and transparency. He/she should be reliable, co-operative, have courtesy, be professional, have a positive attitude and be teamwork orientated. Render material training services. Render functional technical training services. Render supervisor technical training services. Render maintenance and transversal training services, maintenance training. Render technical systems support. Render mentorship training.

DUTIES

: Render material training services. Render functional technical training services. Render supervisor technical training services. Render maintenance and transversal training services, maintenance training. Render technical systems support. Render mentorship training.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms SN Mngomezulu Tel No: (033) 355 8609
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/92

: **ASSISTANT DIRECTOR: LABOUR RELATIONS (X2 POSTS)**
Labour Relations Directorate

**SALARY
CENTRE**

: R444 036 per annum (Level 09)
: Regional Support Services Ref No: DOT 279/2025 (X1 Post)
Labour Relations Support Services- Head Office Ref No: DOT 280/2025 (X1 Post)

REQUIREMENTS

: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, Degree/ National Diploma in a Human Resource Management environment (NQF Level 6 or higher); plus, A minimum of 3 years supervisory experience in a Labour Relations environment; plus, A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Understanding of policy research, analysis and development processes, Broad knowledge of Human Resource Management policy and procedures, Understanding Human Resource Management prescripts in the Public Service Regulations, Knowledge of the Labour Relations Act, 1995, Knowledge of computer based Human Resources Management Information Systems, Knowledge of Public Service reporting procedures and work environment, Knowledge of Constitutional court, Labour court and Arbitration award rulings, Knowledge of the content of Collective Agreements, Understanding of dispute resolution procedures, Understanding of "Rules for Dealing with the Grievance of Employees in the Public Service", Knowledge of Conciliations represented and outcomes monitored- number of grievances/ disputes lodged and resolved satisfactorily, Ability to interpret and apply policy, Analytical and innovative thinking skills, Basic research skills, Report writing and formulation skills, Workshop presentation and facilitation skills, Computer literacy, Good written and verbal communication skills, The ideal candidate should demonstrate an interest in Human Resource Management and related fields, be policy development and improvement orientated, teamwork orientated and be receptive to ideas and suggestions. He/ she should also be timeous, an innovative thinker, efficient, accurate, reliable and be service delivery objective orientated.

DUTIES

: Monitor and supervise the activities for the Labour Relations staff at Head Office/ Region in conjunction with Management, by planning, organizing, delegating and controlling the activities of the Directorate, Represent the Department at Bargaining Forum meetings, Give advice and guidance to employees and make recommendations to line and Senior Management on policy and procedure regarding matters associated with labour relations practices, application of discipline, complaints/ grievances and conciliations/ arbitrations dispute resolutions, Keep abreast of changes in labour related trends of employers within the labour market and to report relevant changes to Senior Management which may affect policy and procedure as well as

providing training to line managers and employees on labour related matters, Be appointed to ad-hoc task teams dealing with labour related matters and conduct ad-hoc investigations concerning labour issues within the Department, as and when delegated by the Director: Labour Relations, Interact with stakeholders (i.e trade unions/ legal practitioners/ Public Service Commission/ DPSA/ Office of the Premier) regarding labour related matters.

ENQUIRIES FOR ATTENTION NOTE : Mr SG Mpangeva Tel No: (033) 355 8723
 : Mr B Hornsby
 : It is the intention of this Department to consider equity targets when filling these positions. An Advanced Labour Relations Course would be an added advantage.

POST 05/93 : **ASSISTANT DIRECTOR: CUSTOMER CARE REF NO: DOT 281/2025**
 Provincial Regulatory Entity
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate recognized Bachelor's degree or National Diploma in Public Administration/ Public Management (NQF Level 6); plus, A minimum of 3 years supervisory experience within Public Transport Regulation / Public Transport Environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Public Transport Legislation and Regulations, Knowledge of Public Service Financial Management Legislations, procedures and regulations (PFMA, PSA, PSR, PPPFA, and financial manual etc.), Knowledge of Public Service Act policies and regulations, Knowledge of Batho Pele Principles, Knowledge of Public Transport Dynamics, Computer literacy, Good communication skills (written and verbal), The ideal candidate should be honest, reliable and efficient.

DUTIES : Manage the entire public counter which includes registration and licensing, cashier, back up services, issuing and upliftment of permit/ operating license, Provide administrative support to the Director: Regulation and Support and liaise with relevant stakeholders in terms of service level agreements, Co-ordinate registration and licensing services at the counter, Improve registration and administration, Supervise revenue collection, Management Registration and Administration services.

ENQUIRIES FOR ATTENTION NOTE : Ms N Hlophe Tel No: (033) 355 8098
 : Mr B Hornsby
 : It is the intention of this Department to consider equity targets when filling this position.

POST 05/94 : **ASSISTANT DIRECTOR: ACQUISITIONS REF NO: DOT 282/2025 (X1 POST)**
 Supply Chain Management Directorate

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An undergraduate qualification in Supply Chain Management /Public Administration/ Financial Management (NQF Level 6 or higher); plus, A minimum of 3 years' supervisory experience in a Finance Management/ Supply Chain Management /Asset Management environment; plus, A valid driver's licence (code B or higher). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations, Knowledge of Supply Chain Management Practice Notes and Procedures. Knowledge of Basic Accounting System, Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations, Knowledge of Project Management Principles, Knowledge of National and Provincial Practices notes, Knowledge of Labour Relations Act, Knowledge of Employee Performance and Management System, Knowledge of Basic Conditions of Employment Act, Knowledge of Occupational Health and Safety Act, Knowledge of Legislative Mandates, Knowledge of Management of Information Systems, Knowledge of National Development Plan, Knowledge of Skills Development Act, Knowledge of Provincial Growth and Development Plan, Knowledge of Public Service Act, Financial Management skills, Project

- Management skills, Project Planning skills, Client Orientation and Customer Focus skills, Report writing skills, Organisational skills, Facilitation skills, Decision making skills, Computer skills, Analytic skills, Time management skills, Problem solving skills, Teamwork skills, Leadership skills, Communication skills, Ability to work under pressure, The ideal candidate should be proactive, innovative and have honesty and integrity. He/ she should be reliable, show commitment, professionalism and must also be punctual.
- DUTIES** : Co-ordinate (synergize), review and execute the bidding process, Co-ordinate, review and compile the list of prospective providers for quotations, Compile Reports on procurement status. Provide advice and guidance and input to Policy, Manage resources of Sub-directorate.
- ENQUIRIES FOR ATTENTION NOTE** : Ms P Mshengu Tel No: (033) 355 8730
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/95** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (X32 POSTS)**
- SALARY** : Grade A: R371 253 per annum, (OSD)
Grade B: R419 325 per annum, (OSD)
Grade C: R472 812 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)
- CENTRE** : **Ladysmith Region (X7 Posts):**
Cost Centre, Estcourt: Road control/Project Documentation management (Estcourt) Ref No: DOT 283/2025 (X1 Post)
Cost Centre, Dundee: Road Control /Project Documentation Management (Dundee) Ref No: DOT 284/2025 (X3 Posts)
Material Testing (Dundee) Ref No: DOT 285/2025 (X1 Post)
KZ245 Project Implementation (External) Ref No: DOT 286/2025 (X1 Post)
KZ244 Project Implementation (External) Ref No: DOT 287/2025 (X1 Post)
Durban Region (X25 Posts):
Regional Office, Durban: Road/ Pavement & Traffic Engineering (Durban) Ref No: DOT 288/2025 (X4 Posts), Project Information Ref No: DOT 289/2025 (X2 Posts), Mechanical, Durban Ref No: DOT290/2025 (X1 Post)
Cost Centre, Metro: Road Control/Project Documentation Management, Metro Ref No: DOT 291/2025 (X1 Post), Area 2 (South) Project Implementation (External), Metro Ref No: DOT 292/20254 (X2 Posts)
Cost Center, Stanger: Road Control/Project Document & Management Ref No: DOT 293/2025 (X3 Posts), Material Testing, Stanger Ref No: DOT 294/2025 (X2 Posts), KZ292/293 Project Implementation (In-House), Ndwendwe Ref No: DOT 295/2025 (X1 Post), KZ292/293 Project Implementation (External), Ndwendwe Ref No: DOT 296/2025 (X1 Post), KZ291/294 Project Implementation (In-House), Maphumulo Ref No: DOT 297/2025 (X1 Post), KZ291/294 Project Implementation (External), Maphumulo Ref No: DOT 298/2025 (X1 Post)
Cost Centre, Port Shepstone: Road Control Project Document & Management, Port Shepstone Ref No: DOT 299/2025 (X3 Posts), Material Testing, Port Shepstone Ref No: DOT 300/2025 (X1 Post), KZ216 Project Implementation (In house), Port Shepstone Ref No: DOT 301/2025 (X1 Post), KZ214/215 Project Implementation (Inhouse) Ref No: DOT 302/2025 (X1 Post)
- REQUIREMENTS** : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: GRADE A is 0 to12 years post registration and GRADE B is 14 years to 24 years post registration and GRADE C is 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.

The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

- DUTIES** : Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.
- ENQUIRIES** : Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Afrika (Durban) Tel No: (031) 700 2222
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

- POST 05/96** : **GISC TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 303/2025**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

- SALARY** : Grade A: R371 253 per annum, (OSD)
Grade B: R419 325 per annum, (OSD)
Grade C: R472 325 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg: Road Declaration & Mapping Directorate

- REQUIREMENTS** : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, A National Diploma in GISc or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical (GISc) experience (Experience: **Grade A** is 0 to 12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with SAGC as a GISc Technician. A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge, Skills and Competencies Required: Knowledge and Understanding of GIS applications and spatial data queries. Knowledge of Theory, principles and practices of GIS Standards. Knowledge and capabilities of different GIS software. Knowledge and understanding of technologies such as GPS, Photogrammetry and Remote sensing. Knowledge of Projections. Knowledge of principles of cartography. Creativity skills. Self-management skills. Customer service skills. Excellent Communication skills (verbal, written and networking). Interpersonal skills. Advanced computer skills. Planning, organizing and execution skills. Language proficiency skills. Project management skills. Problem solving skills. Decision making skills. Team work skills. Analytical skills.

- DUTIES** : Perform technical GISc activities. Maintain GISc unit effectiveness. People Management. Functional requirement analysis.

- ENQUIRIES** : Ms M Vosloo Tel No: Tel No: (033) 355 8917
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

- POST 05/97** : **ADMINISTRATION CLERK (SUPERVISOR) REF NO: DOT 304/2025 (X2 POSTS)**
Security Services Directorate

- SALARY** : R308 154 annum (Level 07)

- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)

- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3 years' experience in a Security Management environment and or investigations; plus, A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Constitution of the Republic of South Africa, Knowledge of Minimum Information Security Standards of 1996, Knowledge of the Protective of Information Act, Knowledge of SSA and SAPS Directives, Knowledge of Control of Access to Public Premises and Vehicle Act, Knowledge of National Key Points Act, Knowledge of Promotion of Access to Information Act, Knowledge of Minimum Physical Security Standards of 2009, Knowledge of National Strategic Intelligence Act, Knowledge of the Public Service Act and Regulations, Knowledge of the Public Finance Management Act, Knowledge of Administrative Justice Act,

- Knowledge of Criminal Procedure Act, Knowledge of Occupational Health and Safety Act of 1993, Knowledge of the Departmental Security Policy, Knowledge of Private Security Industrial Regulatory Act, Knowledge of Electronic Security Systems, Knowledge of Control room operations, Planning and organising skills, Investigation skills, Interpersonal and Negotiation skills, Research and Data analysis skills, Report writing and Presentation skills, Supervisory skills, Diplomacy skills, Facilitation and Project Planning/ Management skills, Decision making skills, Conflict management skills, Computer literacy, The ideal candidate should be trustworthy, reliable, have integrity, manage time effectively and behave ethically.
- DUTIES** : Supervise control room operations, emergency plans and electronic security system, Control Departmental keys, Control and Maintain security registers, Compile and submit system reports to the Assistant Manager, Record and report all security breaches.
- ENQUIRIES FOR ATTENTION NOTE** : Mr B Tibe Tel No: (033) 355 8088
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. A Diploma in Security Management (NQF level 6) and Grade 'B' PSIRA accredited certificate and registration with PSIRA will be an added advantage.
- POST 05/98** : **HUMAN RESOURCE CLERK (SUPERVISOR): RECORDS CONTROL REF NO: DOT 305/2025**
Human Resource Administration Directorate
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3 years' experience in a Human Resource Management environment; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of registry and records control duties. practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in records control section. Computer skills. Registry and Records Management skills. PERSAL System skills. Alphabetical and Numerical filing system skills. Communication skills. Interpersonal relations skills. The ideal candidate should have job knowledge, be flexible and teamwork orientated.
- DUTIES** : Provide registry services and counter services. Administer effective filing and record management services. Manage the operation of office machines in relation to the Human Resource section. Procurement of stationery for Human Resource Management Directorate. Supervise human resource/ staff.
- ENQUIRIES FOR ATTENTION NOTE** : Mr C McDougal Tel No: (033) 355 8940
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/99** : **PROVINCIAL INSPECTOR (X67 POSTS)**
These posts are for qualified traffic officers
- SALARY CENTRE** : R255 450 per annum (Level 06)
: **Empangeni Region (X14 Posts):**
Road Traffic Inspectorate, Empangeni Ref No: DOT 306/2025 (X3 Posts)
Road Traffic Inspectorate, Nongoma Ref No: DOT 307/2025 (X1 Post)
Road Traffic Inspectorate, Mtubatuba Ref No: DOT 308/2025 (X3 Posts)
Road Traffic Inspectorate, Vryheid Ref No: DOT 309/2025 (X3 Posts)
Road Traffic Inspectorate, Ulundi Ref No: DOT 310/2025 (X4 Posts)
Durban Region (X40 Posts):
Road Traffic Inspectorate, Groutville Ref No: DOT 311/2025 (X1 Post)
Road Traffic Inspectorate, Port Shepstone Ref No: DOT 312/2025 (X8 Posts)
Road Traffic Inspectorate, Pinetown Ref No: DOT 313/2025 (X22 Posts)
Road Traffic Inspectorate, Umdloti Ref No: DOT 314/2025 (X5 Posts)
Road Traffic Inspectorate, Winkelspruit Ref No: DOT 315/2025 (X4 Posts)
Pietermaritzburg Region (X11 Posts):
Road Traffic Inspectorate, Ixopo Ref No: DOT 316/2025 (X1 Post)
Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 317/2025 (X5 Posts)

Road Traffic Inspectorate, Umzimkhulu Ref No: DOT 318/2025 (X5 Posts)

Ladysmith Region (X2 Posts):

Road Traffic Inspectorate, Dundee Ref No: DOT 319/2025 (X2 Posts)

- REQUIREMENTS** : A Senior Certificate; plus A valid Driving Licence (minimum Code B); plus Basic Traffic Officers Diploma; plus One year practical experience in law enforcement; plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of Road Traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000. Knowledge of code of conduct. Knowledge of dangerous goods. Knowledge of Departmental policies. Knowledge of guidelines from Director of Public Prosecutions. Knowledge of Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records and resource management skills. Customer relationship management skills. Literacy skills (Written and verbal communication skills in at least two of the provincial languages). Negotiation and conflict resolution skills. Driving skills. Interpretation skills. Legal evidential skills. Observation skills (moving violations / defects). Ability to work under pressure.
- DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.
- ENQUIRIES FOR ATTENTION NOTE** : Mr V Chetty Tel No: (033) 355 8880
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.

- POST 05/100** : **CHIEF AUXILIARY SERVICES OFFICER: ARIEL SURVEY REF NO: DOT 320/2025 (X1 POST)**
Engineering Services Directorate

- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3 years' experience in Geomatics/Survey field. Knowledge, Skills and Competencies Required: Knowledge of Organization- core business; structure and functions; occupational classes; policies and procedures, size, Knowledge of Survey standards, Knowledge of Road Network, Knowledge of Performance Measurement and Management, Knowledge of Quality Assurance Management, Knowledge of Social Environment, Subject Matter Expert, Skills in computer software- Pathfinder officer, TerraSync and ArcView, Map reading and navigation skills, Skills in planning and managing road logging projects, Writing skills, Communication skills, Presentation skills, Interpersonal skills, Leadership skills, Lateral thinking skills, Computer skills, Problem analysis and solving skills, The ideal candidate should be able to put people first, active, results driven, have perseverance, be flexible, and have enthusiasm. He/ she must also be able to deal with ambiguity, have good personal skills and be able to work without supervision.

- DUTIES** : Conduct financial audit inspections and internal/external investigations, to Compile survey drawings timeously, using Computer Aided Draughting (CAD), Assist in the management of the sections administration, Maintain Road Logging data using GIS Software, File reports, calculation and Maps, maintain survey database and procedure manuals.

- ENQUIRIES FOR ATTENTION NOTE** : Mr Z Njoko Tel No: (033) 395 0602
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

- POST 05/101** : **HUMAN RESOURCE CLERK (PRODUCTION) (X3 POSTS)**

- SALARY CENTRE** : R216 417 per annum (Level 05)
: Cost Centre, Dundee Ref No: DOT 321/2025 (X2 Posts)
: Cost Centre, Estcourt Ref No: DOT 322/2025 (X1 Post)

- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word. MS Excel. MS Access and E-mail, Knowledge of Human Resource Management Policies, Procedures, Prescripts and Regulations, Keep and maintain Act, Knowledge of channels of communication, Knowledge of filing system and National Archives Act 43 of 1996, Knowledge of record Management and Registry procedure, Organizational, decision making and problem solving, Verbal and written communication skills, Ability to interpret directives, Policies and Regulations, Ability to priorities the work, Ability to operate a PC, Ability to communicate with various role players, Problem solving skills, Ability to file correctly, Ability to maintain strict level of confidentiality, The ideal candidate should be strictly confidential, be teamwork orientated and be an innovative thinker. He/ she must also be initiative, responsible and be courteous.
- DUTIES** : Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre, Provide a support service in respect of the control, custody and care of Human Resource Records and Archives, Render a support and advisory service to Cost Centre staff in respect of general benefits and housing, leave matters, Performance Management and Development System, rank and salary related matters and capturing of PERSAL transactions, Provide administrative support and process all documentation required for PILIR and exits from service for the Cost Centre, Perform all HR duties related to Zibambele contractors.
- ENQUIRIES** : Ms NS Ndebele Cost Centre, Dundee Tel No: (034) 299 8600
Ms N Magubane Cost Centre, Estcourt Tel No: (036) 342 3900
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling these positions.
- POST 05/102** : **HUMAN RESOURCE CLERK (PRODUCTION) Ref No: DOT 323/2025 (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Cost Centre, Newcastle: Ladysmith Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture. Working knowledge and understanding of the Legislative framework. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer Literacy. Planning and organisation skills. Communication skills (Verbal and written). Interpersonal relation skills. Flexibility skills. Teamwork skills. Ability to maintain a strict level of confidentiality. Ability to work under pressure. The ideal candidate should be honest, reliable, innovative, creative, loyal, friendly, efficient and responsible.
- DUTIES** : Implement Human Resource Administration practices. Address Human Resource Administration enquiries. Provide Personnel Administration clerical support services within the component. Provide Financial Administration support services in the component.
- ENQUIRIES** : Ms BW Khumalo Tel No: (034) 3284 004
FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.
- POST 05/103** : **HUMAN RESOURCE CLERK (PRODUCTION): GENERAL BENEFITS REF NO: DOT 324/2025**
Human Resource Administration Directorate
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of human resource management policies, procedures, practices and prescripts, Knowledge of computer based HR Information systems e.g PERSAL, Knowledge and ability to keep and maintain acts, regulations etc, Computer literacy (MS Word, MS Excel, E-mail), Ability to interpret and apply policy and regulations, Problem solving skills, Good communication skills (both verbal and written), The ideal candidate must be team work orientated, open minded i.e. receptive to

- suggestion and ideas, an innovative thinker, show initiative, be responsible and courteous.
- DUTIES** : Processing of all matters related to general benefits. Processing of leave and resultant payments and the maintenance of registers. Processing of all rank and salary related matters, Maintenance of computerized data, statistics and personal records. Provide information, guidance and assistance to other directorates with regard to the work in the Benefits Section and to ensure the correct application of policies and procedures.
- ENQUIRIES FOR ATTENTION NOTE** : Ms NP Mwelase Tel No: (033) 355 8742
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 05/104** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: DOT 325/2025 (X2 POSTS)**
Security Services Directorate
- SALARY CENTRE REQUIREMENTS** : R216 417 annum (Level 05)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post)
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Ability to conduct security assessments, Knowledge of Minimum Information Security Standards Act of 1996, Knowledge of Minimum Physical Security Standards Act of 2009 and National Key Points Act, Knowledge of control of Access to Public Premises & Vehicles Act, Knowledge of Occupational Health and Safety Act of 1993. Knowledge of Safety at Sport and Recreational Events Act of 2010 and Occupational Health and Safety South African National Standards, Computer literacy. Good planning, organising and coordinating skills. Understanding of Security Threat and Risk Assessment, Problem solving and decision-making skills. Good communication and interpersonal skills. The ideal candidate should be trustworthy, reliable, have integrity, manage time effectively and behave ethically.
- DUTIES** : Provide administrative support to the Security Services Directorate. Provide support on the development on the contingency plan. Provide a clerical support service to the Security Services Directorate. Render and provide physical and operational security services.
- ENQUIRIES FOR ATTENTION NOTE** : Mr B Tibe Tel No: (033) 355 8088
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. A Diploma in Security Management (NQF level 6) and Grade 'B' PSIRA accredited certificate and registration with PSIRA will be an added advantage.
- POST 05/105** : **FINANCE CLERK (PRODUCTION) REF NO: DOT 326/2025**
- SALARY CENTRE REQUIREMENTS** : R216 154 per annum (Level 05)
: Cost Centre, Estcourt: Ladysmith Region
: A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of Financial functions, practices as well as the ability to capture data, operate a computer and collate Financial statistics. Basic knowledge of and insight of the Public Service Financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA & Financial manual). Knowledge of basic Financial Operating systems (PERSAL, BAS & Logis etc.). Job knowledge. Communication skills (verbal and written). Interpersonal relation skills. Flexibility skills. Teamwork skills. Accuracy skills. Aptitude figures skills. Planning and organisation skills. Language skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Planning and Organisation skills. Ability to interpret. Research skills. Formulating and editing skills. Analytical and Innovative thinking skills. Report writing and formulation skills. Problem solving skills. Computer Literacy. The ideal candidate should be honest, reliable, innovative, creative, trustworthy, loyal, efficient, responsible and friendly. He/ she should be able to work under pressure, maintain confidentiality and work individually and part of a team.
- DUTIES** : Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

ENQUIRIES FOR ATTENTION NOTE : Ms N Magubane Tel No: (036) 3523 153
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/106 : **PRINCIPAL AUXILIARY SERVICES OFFICER REF NO: DOT 327/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Ground Survey, Regional Office, Durban
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 1 year experience in Road logging, GPS Mapping; plus, A valid driver's license (Minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the Roads Act & Regulations, Knowledge of the Provincial Road System, Extensive knowledge of all principals and methods of Road Logging, Skills in operating GPS equipment, Skills in GPS computer software including Pathfinder Office and Terra Sync, Driving skills, Map reading and navigation skills, Record and manage road logging projects skills, The ideal candidate should have perseverance, be flexible, have enthusiasm, good interpersonal skills, be reliable and innovative.

DUTIES : Map accurate road and feature position for the region, Carry out road network queries, Place and replace kilometer post positions and other setting out positions as required, Advise management on technical problems, Provide training and assist with compiling procedure manuals.

ENQUIRIES FOR ATTENTION NOTE : Mr TP Khumalo Tel No: (031) 7926 166
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 05/107 : **AUXILIARY SERVICES OFFICER: MATERIALS TESTING (X9 POSTS)**

SALARY CENTRE : R183 279 per annum (Level 04)
: Durban Region
: Cost Centre, Port Shepstone Ref No: DOT 328/2025 (X3 Posts)
: Cost Centre, KwaDukuza Ref No: DOT 329/2025 (X3 Posts)
: Regional Office, Durban Ref No: DOT 330/2025 (X3 Posts)
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of standards and procedures as per TMH/TRH, & COLTO., Knowledge of Public Service Regulations, Computer Literacy, Knowledge of safety, General Knowledge of Departmental Road network, Knowledge of Laboratory Equipment, Knowledge of planning, Knowledge of General Admin Functions, Communication (verbal and written) skills, Good Human Relations skills, Problems solving skills, Report writing skills, The ideal candidate should have technical skills, be reliable, teamwork orientated, flexible and have good interpersonal relations.

DUTIES : Coordinate and control the work of Tradesman Aids and give training. Ensure quality control by performing sampling and field control testing. Calculations and reporting of results. Maintenance and use of equipment.

ENQUIRIES FOR ATTENTION NOTE : Mr R Perumal Tel No: (031) 700 2222
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 05/108 : **SENIOR AUXILIARY SERVICES OFFICER: GROUND SURVEY (X3 POSTS)**

SALARY CENTRE : R183 279 per annum (Level 04)
: Durban Region:
: Cost Centre, Port Shepstone Ref No: DOT 331/2025 (X1 Post)
: Regional Office, Durban Ref No: DOT 332/2025 (X2 Posts)
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, General Knowledge of Departmental Road network, General Knowledge of trig beacon locations and access routes, Knowledge of batter and profile construction, Writing skills, Communication skills, Interpersonal skills, Leadership skills, Lateral thinking skills, Computer skills, Map reading skills, Navigating GPS skills, The ideal

candidate should have technical skills, be reliable, be teamwork orientated, put people first, understanding the practicality of Systems, be results driven, have perseverance, be flexible and be able to work without supervision.

DUTIES : Provide assistance with Control Surveys. Provide assistance with Topographical Survey. Provide assistance with setting out. Maintain office, stores, vehicles and other general office duties.

ENQUIRIES FOR ATTENTION NOTE : Ms TM Khumalo Tel No: (031) 792 6166
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 05/109 : **HANDYMAN: AUXILIARY SERVICES REF NO: DOT 333/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Cost Centre, KwaDukuza: Durban Region
: ABET; plus, A valid driver's licence (Minimum code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, switchboard duties, registry 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, storage and retrieval procedures in terms of the working environment, Understanding of work in registry, Ability to interpret legislation / policies, Computer skills, Interpersonal skills, Ability to work in a team, Ability to learn and apply, Planning and organisational skills, Analytical and innovative thinking skills, Problem solving skills, Verbal and written communication skills, The ideal candidate should be responsible, punctual, honest, accurate, reliable, loyal, innovative, be neat and tidy, adhere to Batho Pele principles and comply with code of conduct.

DUTIES : Building maintenance. Administrative processors. Operation of tools and equipment. Safety and training.

ENQUIRIES FOR ATTENTION NOTE : Ms TC Khumalo Tel No: (032) 437 3800
: Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.