

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

- APPLICATIONS** : To Be Posted To: 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 for the attention of Ms E Perumal.
- CLOSING DATE** : 20 March 2026.
- 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. All shortlisted candidates will be subjected to a technical assessment and an ethics assessment. 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 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. Applicants may also submit their Z83 and CV via the e-Recruitment System on [www.eservices.gov.za](http://www.eservices.gov.za). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, 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 disability.
- MANAGEMENT ECHELON**
- POST 07/94** : **CHIEF DIRECTOR: DISASTER MANAGEMENT REF NO: 26 /2026 (DM)**  
Branch: Development And Planning  
Chief Directorate: Disaster Management
- SALARY** : R1 494 900 per annum (Level 14) (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of NQF level 7 qualification in Public Management/ Environmental Management/ Social Sciences as recognised by SAQA coupled with at least 5 years Senior Management experience in a Disaster Management Environment as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Disaster Management Policies; Public Service Legislation; Local Government legislation; Project Management; Interpretation of relevant and related legislation; Climate and climate change; Financial management. The candidate must also have: - Project Management skills; Leadership; Team development/ management skills; Decision Making and Problem solving skills; Public Participation; Financial Management; Diplomacy; Good communication skills (written and verbal) with other Government Departments, Municipalities, Traditional Institutions, NGO's, Private Sector Organisations and foreign countries; Good computer skills in Ms Office.
- DUTIES** : Key Responsibilities: The successful candidate will be required to manage and oversee the Disaster Management system in the Province with the following key responsibilities: - Manage and support the implementation of the Disaster

Management Act, Act No. 57 of 2002 and Fire Brigade Service Act; Facilitate and institutionalize integrated and uniform disaster management in the province; Provide a capacity building mechanism in respect of disaster management and fire and rescue services to municipalities; Monitor and evaluate Disaster Management and Fire Services; Manage the development and implementation of policies, procedures and strategies in disaster management, fire and rescue services; Manage the resources of the Disaster Management Centre.

**ENQUIRIES** : MS B Mgutshini At Tel No: 033 897 5672

**OTHER POSTS**

**POST 07/95** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 27/2026 (HRA)**  
Chief Directorate: Human Resource Management And Development  
Directorate: Human Resource Administration

**SALARY** : R896 436 per annum (level 11) (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 NQF Level 6 qualification as recognised by SAQA in Labour Relations / Human Resource field coupled with 3 years junior management experience in a labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the Labour Relations Act; Public Service Act and Regulations; Collective Agreements; Bargaining Structures and Departmental policies; Negotiations skills; Dispute resolution skills; Facilitation skills; Good communication skills (verbal & written) with other Government organisations, Private sector and Organised Labour; Good computer literacy in MS Office and a valid driver's licence.

**DUTIES** : key responsibilities: The successful candidate will be required to manage labour relation matters within the Department with the following responsibilities: - Management of grievances and dispute resolution mechanisms; Manage discipline processes; Facilitate collective bargaining; Develop policies and strategies aimed at improving service delivery; Manage the resources of the Sub - Directorate.

**ENQUIRIES** : MR GN Dlamini At Tel No: 033 260 8038

**POST 07/96** : **DEPUTY DIRECTOR: SECURITY REF NO: 28/2026 (AUX)**  
Chief Directorate: Corporate Services  
Directorate: Auxiliary Services

**SALARY** : R896 436 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a NQF Level 6 qualification as recognised by SAQA in Security/Police management coupled with 3 years junior management experience in security management. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the Constitution of the Republic of South Africa; Minimum information Security Standards (MISS); NIA Directives; Control of Access to Public Premises and Vehicle Act; National Key Point Act; State Security Agency Directives; Promotion of Access to Information Act; Minimum Physical Security Standards (MPSS); National Strategic Intelligence Act; Public Service Act and Regulations; Public Finance Management Act; Promotion of Access to Information Act; Promotion of Administrative Justice Act; Criminal Procedure Act; Occupational Health and Safety Act; Memorandum of understanding of VIP Services; Department Security Policy Act; Electronic Security Systems; Control room operation; Events Management; SSA Security Managers Course; Planning and organising; Investigation; Interpersonal relations; Negotiation skills; Research and data analysis; Report writing; Presentation skills; Leadership skills; Supervision; Diplomacy; Facilitation skills; Project planning/management; Good communication skills (verbal & written) internally: Departmental staff, management, HOD and MEC; Externally: State Security Agency (SSA), South African Police Services (SAPS), Crime Intelligence, Provincial Department, national Departments, General Public; Good computer literacy in MS Office and a valid driver's licence.

**DUTIES** : Key Responsibilities: The successful candidate will be required to manage effective and efficient security services within the Department with the following

- responsibilities: - Manage the provision of physical security support services (Personnel, Assets, Building); Develop and implement vetting and classified documents policies and procedures; Ensure Information security management; Develop policies and strategies aimed at improving service delivery; Manage the resources of the Sub - Directorate.
- ENQUIRIES** : MS Z Mtshali At Tel No: 033 260 8028
- POST 07/97** : **ACCOUNTING CLERK: EXPENDITURE REF NO: 29 /2026 (FM)**  
Chief Directorate: Financial Management  
Directorate: Financial Accounting
- SALARY REQUIREMENTS** : R228 321 per annum (Level 5)  
: The ideal candidate must be in possession of a Grade 12 certificate with demonstration of knowledge and skills in a financial field. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: - Pastel Evolution; PFMA; Treasury Regulations; Supply Chain Management; Internal Control procedures; Traditional Financial Management Expenditure Management practice notes and Traditional Council expenditure procedures; numeric and mathematical accuracy; Accounting skills; Planning; Organizational skills; Good communication skills (written and verbal) with internal and external programme/responsibility managers, officials, banks, households and other Provincial departments; Good computer skills in MS Office.
- DUTIES** : Key Responsibilities: The successful candidate will be required to provide an integrated financial administrative support to Traditional Institutions with the following key responsibilities: - Receive monthly Traditional Council expenditure schedules and verify supporting financial documents; Process monthly Traditional Council payments; Reporting on monthly financial transactions; Financial Management Improvement and Capacity building (Projects).
- ENQUIRIES** : MR SK ngubane at Tel No: 033 260 8016

**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address: [kznjobs@kznedtea.gov.za](mailto:kznjobs@kznedtea.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 Designated Online Application Centres (DOACS) list at [www.kznonline.gov.za/kznjobs](http://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, Emailing The Z83 And Cv Directly To The Relevant Department, Or Submitting A Hardcopy Application As Directed. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, Or hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.
- CLOSING DATE** : 13 March 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources.

Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. 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 candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

#### **OTHER POSTS**

- POST 07/98** : **DEPUTY DIRECTOR: WOMEN ECONOMIC EMPOWERMENT REF NO: DD-  
WEE 01/FEB 2026**  
Business Unit: Women And People With Disabilities Economic Empowerment
- SALARY** : R896 436 - R1 055 958 per annum (Level 11)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/ youth/people with disabilities), and Formulation of Economic Development concepts. A valid driver's License.
- DUTIES** : Key Performance Areas: Facilitate and coordinate enterprise development, skills and capacity building programme for women; Facilitate women's economic empowerment and stakeholder partnerships in the KZN Province; Facilitate and coordinate initiatives to support Gender Based Violence Victims; Develop and implement transformation policies, strategies, frameworks and plans in the Province; Manage the resources of the Sub-directorate and Compliance. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of women development and target groups strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic

Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principles. Skills such as Communication skills (verbal and written), presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

**ENQUIRIES  
NOTE**

: Ms. N Nzama: Tel. No. 033 264 2708  
 : All the appointments will be made in accordance with the employment equity targets of the department, which is African female, coloured female, Indian female, and people with disabilities who meet the requirements are encouraged to apply.

**POST 07/99**

: **DEPUTY DIRECTOR: PEOPLE WITH DISABILITIES ECONOMIC  
EMPOWERMENT REF NO: DD- PDEE 02/FEB 2026**  
 Business Unit: Women And People With Disabilities Economic Empowerment

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11)  
 : Head Office: Pietermaritzburg  
 : An appropriate Bachelor's Degree/Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/ youth/people with disabilities), and Formulation of Economic Development concepts. A valid driver's License is required. EDTEA is committed to providing reasonable accommodations to qualified individuals with disabilities.

**DUTIES**

: Key Performance Areas: Facilitate and coordinate enterprise development, skills and capacity building programme for entrepreneurs with disabilities; Facilitate market and financial access for entrepreneurs with disabilities; Facilitate economic empowerment for entrepreneurs with disabilities and stakeholder partnerships in the KZN Province; Develop and implement transformation policies, strategies, frameworks and plans in the Province; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of People with Disabilities strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principle. Skills such as Communication skills (verbal and written), Presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

**ENQUIRIES**

: Ms. N Nzama: Tel No: 033 264 2708

**NOTE** : NB: all the appointments will be made in accordance with the employment equity targets of the department which is people with disabilities, African male, coloured male and ndian male who meet the requirements are encouraged to apply. for people with disabilities, reasonable accommodations will be provided for the application process and the job itself.

**POST 07/100** : **DEPUTY DIRECTOR: LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIE REVITALIZATION REF NO: DD- TRER 03/FEB 2026 (X 2 POSTS)**  
Business Unit: Economic Empowerment

**SALARY CENTRE REQUIREMENTS** : R896 436 - R1 055 958 per annum (Level 11)  
: Head Office: Pietermaritzburg  
: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in project management (project conceptualization, stakeholder interaction and management, financial management and monitoring), development work in township and rural areas, and the formulation of economic development concepts. A valid driver's License.

**DUTIES** : Key Performance Areas: Facilitate and coordinate the implementation of Township and Rural Economies Revitalization; Facilitate Access to finance and markets for township and rural based enterprises; Facilitate the establishment of sound stakeholder management processes and partnerships; Develop and implement policies, strategies, frameworks and plans relevant to Localization of Opportunities Township and Rural Economies Revitalization (TRER) in the Province; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Legislation, Policy and Strategy affecting Township and Rural Economic Development; Provincial Economic Transformation policies and strategies; Research Methodologies; Sustainable Economic Development strategies; Feasibility Studies, Sector Studies, Business Plans, Integrated Development Plans, Project Financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District Level; Partnerships for Economic Development; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such as Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project development, management and monitoring, Business planning, Report writing and Presentation skills, Budgeting, Analytical thinking and problem solving, as well as Computer Literacy. Attributes such as Self-confidence, Integrity and trust, Client orientation, Ability to work in teams as and when necessary, Independent work and result-oriented, Ability to motivate others and show initiative, as well as Ability to learn continuously.

**ENQUIRIES** : Mr. B Mkhize: Tel No: 033 264 2641

**NOTE** : NB: all the appointments will be made in accordance with the employment equity targets of the department, which is african male, coloured male, indian male, and people with disabilities who meet the requirements are encouraged to apply.

**POST 07/101** : **DEPUTY DIRECTOR: BLACK INDUSTRIALIST PROGRAMME REF NO: DD-BIP 04/FEB 2026 (X 2 POSTS)**  
Business Unit: Black Industrialist Programme

**SALARY CENTRE REQUIREMENTS** : R896 436 - R1 055 958 per annum (Level 11)  
: Head Office: Pietermaritzburg  
: An appropriate Bachelor's Degree / Three-year National Diploma in Business Management / Business Administration/ Economics / Production / Operations Management at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years'

**DUTIES**

junior management experience in Enterprise Development in the manufacturing space or Industrial Development project. valid driver's License.

: Key Performance Areas: Facilitate the implementation of the KZN Black Industrial Framework; Facilitate the KZN Black Industrialist stakeholder partnerships; Facilitate market and financial access for KZN Black Industrialists; Develop and implement policies, strategies, frameworks, and plans relevant to the Black Industrialist Programme; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Manufacturing value chains, New Regulatory Frameworks for the Public Service, National Industrial Policy Framework, National Development Plan, Integrated Action Plan, Economic Development Plans, Provincial Growth & Development Strategy, National R&D and Innovation Strategy, Industrial Policy Action Plan, National & Provincial Economic Transformation Policies and Strategies as well as Black Industrial Policy and Enterprise Development and Interpreting and Analysing Economic Information. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project management, Business profiling, Report writing and Presentation skills, Budgeting and financial management, Stakeholder management, Analytical and Innovative thinking, problem solving, mentorship and people management as well as Computer Literacy. Attributes such as Competence, Vision, Integrity, Transparency, Respect, Honesty & trustworthy, Team-player, as well as Commitment.

**ENQUIRIES**

: Mr. P. Mthembu: Tel No: 033 264 2789

**NOTE**

: NB: all the appointments will be made in accordance with the employment equity targets of the department, which is African male, coloured male, Indian male, and people with disabilities who meet the requirements are encouraged to apply.

**POST 07/102**

: **SECRETARY TO DIRECTOR: BLACK INDUSTRIALIST PROGRAMME REF NO: SEC TO DIR BIP/05 FEB 2026**

Business Unit: Economic Empowerment

**SALARY**

: R228 321 – R268 950 per annum (Level 5)

**CENTRE**

: Head Office: Pietermaritzburg

**REQUIREMENTS**

: The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.

**DUTIES**

: Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Process all invoices that emanate from the activities of the work of the Manager, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director. Essential

Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

**ENQUIRIES**

: Mr. P Mthembu: Tel No: 033 264 2789

**NOTE**

: all the appointments will be made in accordance with the employment equity targets of the department. people with disabilities are encouraged to apply.this post is only open to people residing in kwazulu-natal

**POST 07/103**

: **SECRETARY TO DIRECTOR: LOCALISATION OF OPPORTUNITIES, TOWNSHIP AND RURAL REVITALISATION REF NO: SEC TO DIR TRER /06 FEB 2026**

Business Unit: Economic Empowerment

**SALARY**

: R228 321 – R 268 950 per annum (Level 5)

**CENTRE**

: Head Office: Pietermaritzburg

**REQUIREMENTS**

: The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.

**DUTIES**

: Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e Process all invoices that emanate from the activities of the work of the Manager, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

**ENQUIRIES** : Mr. B Mkhize: Tel No: 033 264 2641  
**NOTE** : All The Appointments Will Be Made In Accordance With The Employment Equity Targets Of The Department. People With Disabilities Are Encouraged To Apply. This Post Is Only Open To People Residing In Kwazulu-Natal E Ad-Dom H/O /01 Jan 2026

**POST 07/104** : **SECRETARY TO DIRECTOR: WOMEN & PEOPLE WITH DISABILITIES**  
**ECONOMIC EMPOWERMENT REF NO: SEC TO DIR WPDEE /07 FEB 2026**  
Business Unit: Women & People With Disabilities Economic Empowerment

**SALARY** : R228 321 – R268 950 per annum (Level 5)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.

**DUTIES** : Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director and other staff within the unit on work processor; and operate office equipment like fax machines and photocopiers; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the Director and the staff in the Directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Process all invoices that emanate from the activities of the work of the Director; Record basic minutes of the meeting of the Director where required; Draft routine correspondence and reports; File documents for the Director and the Directorate where required; Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents; Handle the procurement of standard items like stationery, refreshments, etc; Collect all relevant documents to enable the Director to prepare for meetings; Remains up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly; remain abreast with the procedures and process that apply in the office of the Director. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

**ENQUIRIES** : Ms. N Nzama: Tel No: 033 264 2708  
**NOTE** : All the appointments will be made in accordance with the Employment Equity Targets of the Department. People with disabilities are encouraged to apply. This post is only open to people residing in Kwazulu-Natal

**DEPARTMENT OF TRANSPORT**  
***The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer***

**APPLICATIONS** : Address: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://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](http://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**

: 13 March 2026 (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](http://www.dpsa.gov.za-vacancies)). The Z83 form must be completed in terms of DPSA circular 03 of 2025. 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 (Where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. Where a tertiary qualification is required, kindly note that certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted) 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. Persons with Disabilities (PWDs) and other designated groups are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

## OTHER POSTS

- POST 07/105** : **CONTROL PROVINCIAL INSPECTOR: PROVINCIAL DRIVERS LICENCE INSPECTORATE (REF. NO. DOT 01/2026)**  
Road Traffic Inspectorate  
Public Transport Enforcement Unit
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11) (all-inclusive remuneration package)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer’s Diploma; plus Registered as a Traffic Officer; plus 3-5 years’ management experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in a Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
- DUTIES** : Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
- ENQUIRIES APPLICATIONS** : Mr S Sithole Tel No: 033 – 355 8826  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 07/106** : **DEPUTY DIRECTOR: REGIONAL ROAD SAFETY (REF. NO. DOT 02/2026)**  
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY** : R896 436 per annum (level 11) (all-inclusive remuneration package)  
**CENTRE** : Regional Office, Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification in Social Sciences, Communication or Education field (NQF Level 6 or higher); plus 3-5 years' junior/middle management experience in a road safety programme implementation environment; plus A valid driver's licence (minimum Code B); plus Proficiency in IsiZulu and English). Knowledge, Skills and Competencies Required: Knowledge of Traffic Safety Management and Project Management. Knowledge of Road Safety Strategies and Best Practices in the field of Road Safety. Knowledge of the National Road Traffic Act and Regulations. Knowledge of Road Safety Key Priorities. Knowledge of Road Safety Programs and Projects. Knowledge of Data Analysis. Knowledge of Program Development. Knowledge of Public Finance Management Act. Knowledge of Community Development. Facilitation knowledge. Knowledge of Public Service Regulations. Knowledge of Capacity Development and Empowerment. Knowledge of Road Safety Standards. Analytical and innovative thinking skills. Report writing and formulation skills. Ability to work independently. Excellent communication skills, both verbal and written. Presentation skills. Computer skills. Community support and development skills. Organizing skills for arranging workshops and meetings. Policy and strategy development skills. Skills in the management of financial resources. The ideal candidate should be conscientious, committed to community development and innovative. He/she should also have the ability to communicate with people at all levels, be receptive to new ideas and have good people management skills.

**DUTIES** : Manage provision of road safety education. Plan and co-ordinate road safety projects. Develop policies and strategies aimed at improving service delivery. Manage resources of the Road Safety component.

**ENQUIRIES** : Mr S Madela Tel No: 033 – 392 6600  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.

**POST 07/107** : **ENGINEER PRODUCTION GRADE A (REF. NO. DOT 03/2026) (2 POSTS)**

**SALARY** : R879 342 per annum (salary depending on experience) (OSD)  
(Inclusive flexible remuneration package)  
**CENTRE** : Regional Office, Empangeni  
**REQUIREMENTS** : An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital

		development. Office administration and budget planning. Research and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr LN Dlamini Tel. No: 035- 787 1442
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 07/108</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A (REF. NO. DOT 04/2026) (07 POSTS)</u></b> Mentorship Training Division Directorate
<b><u>SALARY</u></b>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Mhlabunzima Maphumulo House An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Project and programme management. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.
<b><u>DUTIES</u></b>	:	Design new systems to solve practical engineering challenges, improve efficiency enhance safety and service delivery. Manage various programmes and projects. Human capital development through mentorship and training. Office administration and budget planning. Research and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms SN Mngomezulu Tel. No: 035- 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 07/109</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A (REF. NO. DOT 05/2026)</u></b> Mentorship Training Division Directorate
<b><u>SALARY</u></b>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Mhlabunzima Maphumulo House: An engineering degree (BEng / BSc (Eng) - Mechanical; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Construction Equipment mechanical maintenance. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of

creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

**DUTIES** : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage construction plant maintenance and enhancements. Human capital development through mentorship and training. Office administration and budget planning. Research and development.

**ENQUIRIES FOR ATTENTION NOTE** : Ms SN Mngomezulu Tel. No: 035- 355 8609  
: Mr C McDougall  
: It is the intention of this Department to consider equity targets when filling this position.

**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**POST 07/110** : **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: DOT 06/2026) (12 POSTS)**  
(4-year fixed contract)  
Technology Transfer Centre

**SALARY CENTRE REQUIREMENTS** : R761 157 per annum (OSD)  
: Inkosi Mhlabunzima Maphumulo House:  
: A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An Honors degree in the Built Environment field of study/ BTech qualification (Built Environment field) with a minimum of one (1) year experience/ National higher diploma (Built Environment field) with a minimum of eighteen (18) months experience/National Diploma (Built Environment field) with a minimum of two (2) years' experience; plus Compulsory Registration with SACPCMP as a Candidate Construction Project Manager; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Project management principles and methodologies. Knowledge of Legal Compliance. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of technical report writing and networking. Project management skills. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Problem solving and analysis skills.

**DUTIES** : Manage and co-ordinate all aspects of all projects under the supervision of a Construction Project Manager. Project accounting and financial management. Office administration. Research and development.

**ENQUIRIES APPLICATIONS** : Ms SN Mngomezulu Tel No: 033 – 355 8609  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position. the successful candidates will be deployed in any office/ district across the province of kwazulu natal

**POST 07/111** : **CHIEF PROVINCIAL INSPECTOR REF NO: DOT 07/2026)**  
Public Transport Enforcement Unit

**SALARY CENTRE REQUIREMENTS** : R582 444 per annum (level 10)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years'

supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

**DUTIES**

: Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES**

: Mr S Sithole Tel No: 033 – 355 8826

**APPLICATIONS**

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)

**FOR ATTENTION**

: Mr B Hornsby

**NOTE**

: It is the intention of this Department to consider equity targets when filling these positions.

**POST 07/112**

: **SENIOR SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY HUMAN RESOURCE ADMINISTRATION DIRECTORATE REF NO: DOT 08/2026**

Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

- SALARY CENTRE REQUIREMENTS** :
- : R468 459 per annum (level 09)
  - : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
  - : An undergraduate qualification in Safety Management (NQF Level 6); plus A minimum of 3-5 years' experience in an Occupational Health and Safety environment; plus, Registration with the relevant Professional Body; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Occupational Health and Safety Act, Regulations, SABS and specifications. Knowledge of the South African Constitution. Sound knowledge of fire protection. Knowledge of the, Labour Relations Act. Extensive knowledge in Occupational Health and Safety. Knowledge of building construction. Knowledge of technical, mechanical and administrative procedures. Knowledge of legislation of procedures. Knowledge of construction regulations. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993, Occupational Health and Safety Regulations and Hazardous Substance Act No. 55 of 1998. Knowledge of Fire Protection and Environmental Act. Knowledge of National Building Regulations Act No. 15 of 1973 as amended. Knowledge of Compensation for Injuries and Diseases Act of 1993. Knowledge of Disaster Management Act No. 57 of 2000 as amended. Knowledge of Public Sector policies, procedures and legislation. Knowledge of Access to Information Act and Public Service Regulatory Framework. Knowledge of Basic Conditions for Employment Act No. 55 of 1998 and National Treasury Guideline documents. Computer literacy. Good verbal and written communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Research, organising, facilitation and planning skills. Project and Basic Financial Management skills. Management skills. Team development and change management skills. Influencing and leadership skills. Decision making skills. Skills in the use of training aids. Report writing skills. Analytical and innovative skills. Firefighting and first aid skills. Self-disciplined and able to work under pressure with minimum supervision. Able to network with all levels of management, staff and outside clients. The ideal candidate should be dedicated, believe in transformation, be loyal, accurate, innovative, independent, time frame driven, meticulous, maintain confidentiality, be proactive, honest and have integrity. He/she should be reliable, patient, show commitment and professionalism, be culturally sensitive, a team player, show perseverance and be punctual.
- DUTIES** :
- : Implement monitoring protocols and corrective action investigations. Co-ordinate the establishment and maintenance of occupational health and safety structures. Provide OHS training and awareness. Provide advice, guidance and input to policies, strategies and procedures pertaining to Occupational Health and Safety (OHS). Supervise staff.
- ENQUIRIES APPLICATIONS** :
- : Mr N Zondi Tel No: 033 – 355 8653
  - : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION NOTE** :
- : Mr B Hornsby
  - : It is the intention of this Department to consider equity targets when filling this position.
- POST 07/113** :
- : **ASSISTANT DIRECTOR: GORVERNMENT OWNED VEHICLES CORPORATE SUPPORT SERVICES DIRECTORATE REF NO: DOT 09/2026**
  - : Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- : R468 459 per annum (level 09)
  - : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
  - : An undergraduate qualification in Public Management Fleet Management (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in Government/Public Sector Fleet Management; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Departmental Policies and Procedures. Knowledge of the Republic of South Africa Constitution. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations.

Knowledge of the Labour Relations Act. Knowledge of the National Road Traffic Act and related traffic legislation. Knowledge of the National and Provincial Fleet Management policies and procedures. Knowledge of the Transversal Fleet Management Contracts. Knowledge of Employee Performance and Management System. Knowledge of Supply Chain Management Practices and procedures. Knowledge of the Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of the Promotion of Administrative Justice Act. Knowledge of the Skills Development Act, Occupational Health and Safety Act, Employment Equity Act and any other relevant Acts / Legislative Mandates. Language, listening and presentations skills. Analytical thinking and interpersonal relations skills. Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook, Hardcat). Organizational and research skills. Analytical, leadership and financial management skills. Time management, report writing and problem-solving skills. Good communication skills (verbal and written). Conflict and change management skills. Self-disciplined and able to work under pressure with minimum supervision. Project and people management skills. Decision making and facilitation skills. The ideal candidate should be innovative/creative, independent, timeframe driven, meticulous, proactive, honest, reliable, patient and have integrity and the ability to maintain confidentiality. He/she should also be committed, professional, culturally sensitive, punctual, loyal, responsible and punctual.

**DUTIES** : Ensure the acquisition, utilization, maintenance and disposal of state-owned vehicles. Manage the registration and licenses of state-owned vehicles as well as traffic infringement notices and deal with vehicle abuse. Maintain the vehicles asset register for state-owned vehicles and facilitate the reconciliation of monthly costs for state-owned vehicles. Provide advice and guidance and input to policy. Provide staff supervision.

**ENQUIRIES APPLICATIONS** : Mr J Ncube Tel No: 033 – 355 8619  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 07/114** : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: DOT 10/2025**  
(Traffic Information Office)

**SALARY CENTRE REQUIREMENTS** : R397 116 per annum (level 08)  
: Road Traffic Inspectorate, Head Office TMC  
: A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

**DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

**ENQUIRIES APPLICATIONS** : Mr BW Davis / Ms SP Msimang Tel No: 033 – 355 0442  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043,

		Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position. Kindly Note That The 24/7 Shift System Will Be Applicable.
<b><u>POST 07/115</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR (EF NO: DOT 11/2026)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum (level 08)
	:	Public Transport Enforcement Unit, Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate; plus Traffic Officer's Diploma; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.
<b><u>DUTIES</u></b>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Sithole Tel No: 033 355 8826
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 07/116</u></b>	:	<b><u>CANDIDATE ENGINEERING TECHNICIAN (CIVIL) GRADE A REF NO: DOT 12/2026) (16 POSTS)</u></b> (4-year fixed contract) Technology Transfer Centre
<b><u>SALARY CENTRE</u></b>	:	R338 748 per annum (OSD) plus 37% in lieu of benefits
	:	Inkosi Mhlabunzima Maphumulo House:
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Civil Engineering or relevant qualification: plus Compulsory registration with Engineering Council of South Africa as a "Candidate Engineering Technician"; plus A valid driver's licence (minimum code B). 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. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.
<b><u>DUTIES</u></b>	:	Render technical services under supervision. Perform administrative and related functions. Research and Development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms SN Mngomezulu Tel No: 033 – 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043,

		Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions. The Successful Candidates Will Be Deployed In Any Office/ District Across The Province Of Kwazulu Natal
<b><u>POST 07/117</u></b>	:	<b><u>CANDIDATE ENGINEERING TECHNICIAN (MECHANICAL) GRADE A REF NO: DOT 13/2026 (04 POSTS)</u></b> (4-year fixed contract) Technology Transfer Centre
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R338 748 per annum (OSD) plus 37% in lieu of benefits
	:	Inkosi Mhlabunzima Maphumulo House:
	:	A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Mechanical Engineering or relevant qualification. Compulsory registration with Engineering Council of South Africa as a "Candidate Engineering Technician"; plus A valid driver's licence (minimum code B). 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. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.
<b><u>DUTIES</u></b>	:	Render technical services under supervision. Perform administrative and related functions. Research and Development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms SN Mngomezulu Tel No: 033 – 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions. The Successful Candidates Will Be Deployed In Any Office/ District Across The Province Of Kwazulu Natal
<b><u>POST 07/118</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCIAL SYSTEMS &amp; CONTROL: REF NO. DOT 14/2026) REVENUE CONTROL (02 POSTS)</u></b> (Financial Accounting Directorate)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (level 07)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus, A minimum of 3-5 years'appropriate experience in Financial Services; plus A valid driver's licence (Code EB or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and high level of confidentiality.
<b><u>DUTIES</u></b>	:	Reconcile Persal Interface with BAS accounting Report. Maintain and control all salary suspense accounts as per PFMA and Treasury Regulations. Provide update to management on the status of the Suspense Accounts. Facilitate the recovery and disbursement of employee salary deductions to relevant institutions. Management of human resources and development of staff.

**ENQUIRIES APPLICATIONS** : Mrs N Zwane Tel. No: 033 – 355 8801  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling these positions.

**POST 07/119** : **ADMINISTRATIVE OFFICER: ACCOUNTING AND BOOKKEEPING REF NO. DOT 15/2026**  
 (Financial Accounting Directorate)

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum (level 07)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus A minimum of 3-5 years' appropriate experience in Financial Services; plus A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and maintain confidentiality.

**DUTIES** : Provide accounting and Banking services. Facilitate interdepartmental communication and ensure procedural compliance with PFMA Act 1 of 1999 and applicable Treasury Regulations. Provide update to management on the status and reconciliation of the Suspense Accounts. Maintain effective and accurate records on BAS. Management of human resource and development of staff.

**ENQUIRIES APPLICATIONS** : Mrs N Zwane Tel. No.: 033 – 355 8801  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling these positions.

**POST 07/120** : **ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT, POLICY & PLANNING REF NO. DOT 16/2026**  
 (Public Transportation Policy & Planning Directorate)

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum (level 07)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 4 years' administrative experience; 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 the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of the Employee Performance and Management System. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act and Promotion of Administrative Justice Act. Understanding of organizational objectives and values. Knowledge of project management and implementation processes. Computer Literacy. Verbal and written communication skills. Financial Management skills. Analytical skills. Office Management skills. Presentation and Interpersonal Relations skills. Report

- writing and time management skills. The ideal candidate must be dedicated, loyal, accurate, innovative, independent, time frame driven and maintain confidentiality. He/ She must also be honest, have integrity, be reliable, professional, a team player, punctual and have the ability to work under pressure.
- DUTIES** : Provide administrative support to the Policy and Planning Directorate. Assist in the process of building and maintaining communication links for the directorate, consult with all relevant stakeholders (i.e. communities, municipalities, other departments, etc.) and community liaison. Prepare letters and general correspondence. Administration of the budget of the section. Identify and apply skills training needs of junior colleagues.
- ENQUIRIES APPLICATIONS** : Mr SE Mdlalose Tel. No.: 033 – 355 8894  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.
- POST 07/121** : **ADMINISTRATIVE CLERK (PRODUCTION): FINANCIAL SYSTEMS & REVENUE CONTROL: DEBT MANAGEMENT REF NO: DOT 17/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A Senior Certificate/ National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Knowledge of systems: Persal and BAS system. Computer literacy (Microsoft excel and word). Planning and organising skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. Numeric skills. Accountancy skills. The ideal candidate should be honest, reliable, innovative/ creative, trustworthy, loyal, friendly disposition, efficient, responsible, discretion and also should have an ability to work under pressure, ability to work individually and as part of a team and an ability to maintain confidentiality.
- DUTIES** : Maintain effective records of all in service and out of service debts. Facilitate and monitor the recovery of outstanding debts. Perform financial functions relating to the setting up of debts and recovery. Process debt write-offs in line with the approved debt management policy and established procedures. Review debt account records and compile monthly progress updates.
- ENQUIRIES APPLICATIONS** : Mrs N Zwane Tel No: 033 – 355 8801  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION NOTE** : Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.
- POST 09/122** : **ADMINISTRATION CLERK: MOVABLE ASSETS REF NO: DOT 18/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: 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 basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work

procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer, confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

**DUTIES** : Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

**ENQUIRIES APPLICATIONS** : Mr S Tom Tel No: 033 – 355 8643  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**POST 07/123** : **ADMINISTRATIVE CLERK (PRODUCTION): TRAFFIC AND TRANSPORT SPECIALIZED INVESTIGATION REF NO: DOT 19/2026**  
 (Special Operations Directorate)

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills. The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.

**DUTIES** : Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filing, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.

**ENQUIRIES APPLICATIONS** : Mr S Sithole Tel No: 033 – 355 8826  
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION NOTE** : Mr B Hornsby  
 : It is the intention of this Department to consider equity targets when filling this position.

**POST 07/124** : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATION SUPPORT SERVICES REF NO: DOT 20/2026**  
 (Special Operations Directorate)

**SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills.

- The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.
- DUTIES** : Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filling, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.
- ENQUIRIES** : Mr S Sithole Tel No: 033 – 355 8826
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.

#### 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](http://eservices.gov.za)).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 13 March 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally 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) beside the references provided on CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, 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 07/125** : **ASSISTANT DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 26/04**  
(re-advertise)
- SALARY** : R444 036 per annum
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF level 7 qualification or higher in Auditing and Accounting/Accounting/ Accounting Sciences in Financial Accounting/ Accounting Sciences in Internal Auditing/Financial Accounting/Internal Auditing. A Minimum of 3 years' experience in conducting or providing technical support in internal/ external auditing. Membership of Institute of Internal Auditors South Africa (II A SA) / South African Institute of Chartered Accountants (SAICA). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills,

Knowledge And Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution. PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognized Accounting Principles. Generally Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards (MCS). MTEF budget compilation and analysis. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities. Problem-solving. Analytical and numeracy. Auditing and report writing. Quantitative method tools. Good interpersonal relations. Research. Project planning and management. Change management. Time management. Policy analysis and development. Statistical and quantitative analysis. Financial management. People management. Strategic planning. Chairing of meetings. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.

**DUTIES**

: Contribute to the development and revision of policies, methodologies, and procedure manuals for Internal Audit services for the province. Contribute to the development and revision of the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Supervise and implement the internal audit project, policies, methodologies and procedure manual. Provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management, and any other internal and external stakeholders. Manage the resources of the unit.

**ENQUIRIES**

: Ms. N Ngcobo Tel No: (033 897 4650)