

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

“We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department”.

MANAGEMENT ECHELON

<u>POST 16/170</u>	:	<u>CHIEF DIRECTOR REF NO: G26/2026</u> Cluster: Information Technology: Head Office: Pietermaritzburg
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an all-inclusive SMS salary package, (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office Pietermaritzburg An undergraduate qualification (NQF level 7) in Information Technology. A minimum of five (5) years experience at senior managerial level in Information Technology. Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Head of Department Health and will be responsible to support the Head of Department and Senior Management through the establishment of sound information Management Systems and in the efficient and effective utilization of Information and Information Technology as strategic resources to inform planning, monitoring, evaluation and decision making processes. The ideal candidate must: Possess extensive knowledge and expertise in the design and development of Management Information System. Possess knowledge of Computer Programming, Information Technology, Main frame applications and Interfaces. Have the ability to operationalise Management Information System imperatives of the Strategic and Annual Performance Plans of the Department through innovative and highly complex information system that is user friendly. Knowledge of information management and prescript. Have the ability to capitalise on human potential and to develop information management competencies at all organisational layers of the Department with a view to improve reliability of data and the utilisation of data for planning, monitoring and evaluation of programme and institutional performance. Have advance project and Contract Management skills. Have advance skills in the application of computer software packages (MS Office, Excel and Powerpoint). Have excellent verbal communication and report writing skills. NB//: The incumbent of this post will be required to possess the following skills: Risk Management skills, Monitoring and Evaluation and Financial Management skills.
<u>DUTIES</u>	:	Develop and facilities the implementation of Intergrated Management, Information Master Plan for the Department of Health to adequately support the objectives of the Strategic and Service Transformation Plans of the Department. Oversee the provisioning of fully compatible hardware and software solutions for the Department inclusive of the management of the SLA with SITA and user support services. Promote the utilisation of e-solutions in the department and the development of IT skills within the department. Develop Information Management Policies and maintain user and data security. Monitor and evaluate on a continuous basis compliance with policy system standards and norms. Represent the department at the GITO Council.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. TP Msimango Tel No: (033) 395 2589 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za NB//: The subject of your email must be the post name that you are applying for. "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs ." The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION</u>	:	Miss L Mthlane

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE

: 29 May 2026

OTHER POST

POST 16/171

: **CHIEF EXECUTIVE OFFICER REF NO: G37/2026**

Cluster: Hospital Management Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

SALARY
CENTRE
REQUIREMENTS

: R1 101 468 per annum (Level 12), an all-inclusive MMS salary package

: Umngeni Psychiatric Hospital

: A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management OR a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge, Skills, Training and Competencies Required: Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management

DUTIES

change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans.

: Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Please note that the CEO will also be responsible for all Health Services within the catchment are including PHC Clinics and Outreach Services. Accelerate implementation of PHC re – engineering. Provide overnight for reduction and management of the burden of disease for better health outcomes. Achieve universal health coverage, access to quality essential medicines and vaccines for all KZN citizens.

**ENQUIRIES
APPLICATIONS**

: Mrs R.T Dube Tel No: (033) 940 2499

: All applications should be forwarded to: The District Manager: Harry Gwala District Office: KZN Department of Health, Private Bag X502, Ixopo, 3969 OR Hand delivered to: 111 Margaret Street, Ixopo, 3279. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs.

**FOR ATTENTION
NOTE**

: Miss N.S Buthelezi Tel No: (033) 395 2896

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late

applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

:

29 May 2026

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

:

Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 OR apply online using <https://www.eservices.gov.za> (STHESHA WAYA WAYA).

FOR ATTENTION

:

Mrs. PN Mkhize

CLOSING DATE

:

29 May 2026

NOTE

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Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-preentryprogramme>. All shortlisted candidates, including 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. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants.

MANAGEMENT ECHELON

POST 16/172

:

CHIEF DIRECTOR: DISTRICT AND OPERATIONS MANAGEMENT: ETHEKWINI CLUSTER REF NO: DSD01/05/2026HO

SALARY

:

R1 494 900 per annum (Level 14), (all-inclusive package)

CENTRE

:

eThekwini Cluster

REQUIREMENTS

:

Qualifications: Bachelor's Degree (NQF level 07) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker, Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker, A valid driver's license. A minimum of 5 years of experience at senior management in the social work environment. Knowledge: Constitution of the

Republic of South Africa, Social Welfare, Community Development, Child and Youth Care Legislation, Policies, Norms and Standards and Programming, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of policy analysis and development, Knowledge Management, Organizational behaviour analysis, Strategic Business Management, National Development Plan, Provincial Growth and Development Plan, Service Delivery Frameworks, Employee Performance and Management Development System. Skills/Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Driving.

DUTIES : Provide strategic coordination and facilitate the delivery of social welfare and restorative services; Provide strategic coordination and facilitate the delivery of children and families' services; Provide strategic coordination and facilitate the delivery of community development services; Ensure the provision of support services to the district offices; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRIES : Mrs GP Xaba- Makhetha Tel No: (033) 264 5576

POST 16/173 : **DIRECTOR: COMMUNICATION SERVICES AND STAKEHOLDER MANAGEMENT REF NO: DSD02/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF level 07) in Communication Science / Journalism / Public Relations, A valid driver's license. A minimum of 5 years experience at a middle / senior management level in communication environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Provincial Growth and Development Plan. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and project management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.

DUTIES : Manage internal and external communications; Manage marketing and exhibition campaigns; Manage stakeholder and community liaison; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Dr FMD Xaba Tel No: (033) 264 5401

POST 16/174 : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD03/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 5 years of experience at a middle/ senior management level in the social work environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Older Persons and Disability Services. Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Welfare Laws, Research Methodology, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance Management and Development System. Skills / Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme

and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the provision of capacity building; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr RS Byroo Tel No: (033) 264 5621

POST 16/175 : **DIRECTOR: HUMAN RESOURCE UTILIZATION AND DEVELOPMENT REF NO: DSD04/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Human Resource Management/ Human Resource Development / Management of Training/ Public Management, A valid driver's license. A minimum of 5 years' experience at a middle / senior managerial level in Human Resource Development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Research Methodology, Public Finance Management Act, PERSAL, Treasury Regulations, Basic Employment Act, Service Delivery Framework, Employee Performance Management and Development System. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage the annual HRD implementation and skills development plans; Manage the provision of training and development, performance management and bursaries; Manage the provision of professional development services; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

OTHER POSTS

POST 16/176 : **SERVICE OFFICE MANAGER (X3 POSTS)**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)

CENTRE : uMzimkhulu Service Office: Harry Gwala District Ref No: DSD06/05/2026uMzimkhulu

Bhamshela Service Office: iLembe District Ref No: DSD07/05/2026Bhamshela
Emnambithi Service Office: uThukela District Ref No: DSD08/05/2026Emnambithi

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare and Community Development Legislation, Policies, Norms and Standards, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance and Management Legislation pertaining to Social Welfare Service Delivery, Understanding of SASSA functions, Social dynamics of KwaZulu- Natal communities, knowledge of HR Management, Labour Relations Act, Service Delivery Frameworks, Public Participation, Community Outreach, EPMDS. Skills: Communication, Interpersonal Relations, Report Writing, Financial Management, Change Management, Time management, Project Management, Leadership, Diversity management, Decision Making, Counselling, Service Delivery Innovation, Client orientation and client focus, presentation and facilitation, problem solving and analysis, conflict resolution, Driving, interviewing, computer literacy, numeracy and language skill.

- DUTIES** : Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of corporate support services; Ensure the implementation of Departmental policies and other relevant legislation in the day-to-day running of the component; Manage resources of the Service Office.
- ENQUIRIES** : Ms TN Nkosi: uMzimkhulu Service Office Tel No: (039) 259 7027
Ms SH Mfeka: Bhamshela Service Office Tel No: (031) 336 8727
Ms NP Mhlongo: Emnambithi Service Office Tel No: (033) 634 6600
- POST 16/177** : **FACILITY MANAGER: KHUSELEKA ONE STOP CENTRE REF NO: DSD05/05/2026KHUSELEKA**
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive package)
: Khuseleka One Stop Centre: eThekweni South District
: Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Professions. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Gender Based Violence and Femicide, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury regulations, Welfare Laws, Understanding of SASSA functions, Social dynamics of KwaZulu-Natal communities, Knowledge of Human Resource Management, Labour Relations Act, Service delivery frameworks, Public participation, Community outreach, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counselling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language.
- DUTIES** : Manage the provision of developmental social welfare services; Manage care and support services; Provide skills development services; Manage paramedical and support services; Ensure effective & efficient provision of corporate support services; Provide advice, guidance and input to policies; Provide leadership and strategic direction to the Office of the HOD and input to the Department Strategy; Manage resources of the Facility.
- ENQUIRIES** : Ms. NC Gebashe Tel No: (031) 336 8776
- POST 16/178** : **ASSISTANT DIRECTOR: DISCIPLINARY/MISCONDUCT REF NO: DSD09/05/2026HO**
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Head Office, Pietermaritzburg
: Qualifications: National Diploma (NQF Level 6) in Human Resource Management/ Public Administration/ Labour Relations/ Industrial Relations/ Labour Law, A valid driver's license. A minimum of 3 years administrative experience in Labour Relations environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Service Regulations, Employment Equity Act, Public Administration Justice Act, Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act, PSCBC/ PHWSBC Resolutions, Occupational Health and Safety Act, Employee Performance Management and Development System. Skills: Communication, Labour Relations models, Organization, Analytical thinking, Research, Interpersonal relations, Project management, Problem solving, Computer literacy, Numeracy, Language, Driving.
- DUTIES** : Facilitate and handle disciplinary cases; Investigate and preside in misconduct proceedings; Collect and keep statistics on misconduct and disputes; Maintain an electronic database of disciplinary cases; Provide advice and guidance and input to policy; Manage resources of the Division.
- ENQUIRIES** : Mr RM Madlala Tel No: (033) 264 2020
- POST 16/179** : **COMMUNITY DEVELOPMENT SUPERVISOR (X13 POSTS)**
- SALARY CENTRE** : Grade 1: R471 330 per annum
: Phoenix service Office Ref No: DSD10/05/2026Phoenix (X1 Post)

Mandeni Service Office Ref No: DSD11/05/2026Mandeni (X1 Post)
 Pietermaritzburg Service Office Ref No: DSD12/05/2026Pietermaritzburg (X1 Post)
 Umngeni Service Office Ref No: DSD13/05/2026Umngeni (X1 Post)
 uMshwathi Service Office Ref No: DSD14/05/2026uMshwathi (X1 Post)
 KwaSani Service Office Ref No: DSD15/05/2026KwaSani (X1 Post)
 Ezingolweni Service Office Ref No: DSD16/05/2026Ezingolweni (X1 Post)
 Bergville Service Office Ref No: DSD17/05/2026Bergville (X1 Post)
 eMadlangeni Service Office Ref No: DSD18/05/2026Madlangeni (X1 Post)
 Ingwavuma Service Office Ref No: DSD19/05/2026Ingwavuma (X1 Post)
 Ongoye Service Office Ref No: DSD20/05/2026Ongoye (X1 Post)
 Melmoth Service Office Ref No: DSD21/05/2026Melmoth (X1 Post)
 Umfolozi Service Office Ref No: DSD22/05/2026Umfolozi (X1 Post)

REQUIREMENTS

: Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/Development Studies/Social Science, A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Basic Conditions of Employment Act, Batho-Pele principles, Knowledge and understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments, Ability and competence to coordinate community development structures, Understanding of social dynamics of communities, Employee Performance Management and Development System. Skills: Planning and organizing, Communication (verbal and written), Financial management, Interpersonal, Presentation, Monitoring and evaluation, People management, Project management, Research and report writing, Problem solving, Computer literacy, Numeracy, Language, Driving.

DUTIES

: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there are communication and co-ordination with all relevant role players, internal and external (e.g. in Departments/Provinces, NGO's, local community structures and faith-based organizations) to facilitate intersectional collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES

: Ms NC Gebashe: Phoenix service Office Tel No: (031) 3368787
 Ms SH Mfeka: Mandeni Service Office Tel No: (031) 336 8727
 Ms NR Nala: Pietermaritzburg; Umngeni & uMshwathi Service Offices Tel No: (033) 341 7903
 Ms TN Nkosi: KwaSani Service Office Tel No: (039) 259 7027
 Ms TFP Khuzwayo: Ezingolweni Service Office Tel No: (039) 682 7506
 Ms NP Mhlongo: Bergville Service Office Tel No: (036) 634 6600
 Ms ZB Mdlalose: eMadlangeni Service Office Tel No: (034) 317 1254
 Ms NHP Khanyile: Ingwavuma Service Office Tel No: (035) 874 8506
 Ms NW Dladla: Ongoye, Umfolozi and Melmoth Service Offices Tel No: (035) 794 5018

POST 16/180

: **SOCIAL WORK POLICY DEVELOPER: CRIME PREVENTION AND SUPPORT SERVICES REF NO: DSD23/05/2026HO**

SALARY CENTRE

: Grade1: R471 330 per annum
 : Head Office, Pietermaritzburg

REQUIREMENTS

: Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. Knowledge:

Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional Counselling, Research Methodology, Service Delivery Frameworks, Policy development and analysis, Ability to compile complex reports. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Policy development, Planning and Organizing, Research, Programme and Project management, Counselling, Presentation, Facilitation, Monitoring and Evaluation, People's Management, Problem Solving and analysis, Driving, Networking, Computer literacy, Numeracy.

DUTIES : Keep up to date with new developments in the crime prevention and support services; Conduct research and development; Develop, implement and maintain crime prevention and support policies; Perform all the administrative functions required in crime prevention and support services.

ENQUIRIES : Mr PK Chetty Tel No: (033) 264 2011

POST 16/181 : **CORPORATE SUPPORT OFFICER REF NO: DSD25/05/2026UMDONI**

SALARY : R413 001 per annum (Level 08)

CENTRE : uMdoni Service Office: uGu District

REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Public Administration/ Public Management. A valid driver's license. A minimum of 3 years administrative experience at supervisory level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations , Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System , Basic Conditions of Employment Act, Supply Chain Management Practices and procedures, Service delivery frameworks , Occupational Health and Safety, Labour Relations Act , Knowledge of Batho-Pele Principles , Road Traffic Act , Archives Act. Skills: Interpersonal, Networking, Problem solving, Driving, Time management, Communication, Financial Management, Decision making, Report writing, Numeracy, Computer literacy, Language, Supervisory.

DUTIES : Provide human resources management services; Monitor financial services; Provide fleet management services; Provide registry services; Provide staff supervision.

ENQUIRIES : Mr S Govender Tel No: (039) 682 7506

POST 16/182 : **STATE ACCOUNTANT: DISTRICTS (X7 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : iLembe District Ref No: DSD26/05/2026iLembe (X1 Post)
 Harry Gwala District Ref No: DSD27/05/2026Harry Gwala (X1 Post)
 uGu District Ref No: DSD28/05/2026uGu (X1 Post)
 uThukela District Ref No: DSD29/05/2026uThukela (X1 Post)
 Amajuba District Ref No: DSD30/05/2026Amajuba (X1 Post)
 uMkhanyakude District Ref No: DSD31/05/2026uMkhanyakude (X1 Post)
 Zululand District Ref No: DSD32/05/2026Zululand (X1 Post)

REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Financial Management/Accounting. A valid driver's license. A minimum of 1 year of administrative experience in Financial Management field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management Development System, National and Provincial Treasury practice notes. Skills: Computer literacy, Report writing, Problem solving, Analytical, Interpersonal relations, Planning and organizing, Communication, Financial management, Driving, Numeracy/accounting.

DUTIES : Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.

ENQUIRIES : Ms R Singh: iLembe District Tel No: (031) 336 8727
 Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027
 Mr S Govender: uGu District Tel No: (039) 682 7506
 Mr PP Ndaba: uThukela District Tel No: (036) 636 1000
 Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822
 Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000
 Ms NF Ntombela: Zululand District Tel No: (035) 874 4561

POST 16/183 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH AND WOMAN DEVELOPMENT REF NO: DSD24/05/2026HO**

SALARY : Grade 1: R403 635 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/ Development studies. A valid driver's license. A minimum of 8 years' experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Youth Development Policy, National Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community development, Project Management Principles, Skills: Communication, Interpersonal relations, Project Management, Organizational, Report writing, Analytical thinking, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer literacy, Numeracy, Driving.

DUTIES : Develop, implement and maintain youth and women development policies; Conduct research and development; Keep up to date with new developments in the youth and women development field; Perform the administrative functions required in the unit.

ENQUIRIES : Mr X Makhwasa Tel No: (033) 264 2173

POST 16/184 : **STATE ACCOUNTANT: ORGANIZATIONAL RISK MANAGEMENT SERVICES REF NO: DSD33/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Risk Management/Internal Auditing /Financial Management / Financial Accounting. A valid driver's license. A minimum of 1 year of clerical experience in the internal audit or risk management environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Financial Disclosure Framework, Public Sector Risk Management Framework, Prevention and Protection of Criminal Activities Act, Criminal Procedure Act, Labour Relations Act, Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Planning and organizing, Analytical thinking, Presentation, Time management, Problem solving, Financial management, Language, Numeracy, Computer, Driving.

DUTIES : Provide risk assessment sessions and keep documents during the process of risk assessments; Compile and update risk register; co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.

ENQUIRIES : Mr SP Nxumalo Tel No: (033) 348 5573

POST 16/185 : **STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD34/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Accounting/Management Accounting/ Finance/Auditing. A valid driver's license. A minimum of 1 year of administrative experience in Accounting, Management Accounting, Finance/Auditing. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery frameworks. Skills: Computer literacy, Report writing, Problem solving, Analytical, Planning and organizing, Communication, Policy Development, Auditing procedures, Driving, Numeracy.

DUTIES : Undertake a financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor-General and Provincial Treasury; Conduct relevant training on financial procedures; Ensure safekeeping of documents.

ENQUIRIES : Ms TNP Mbhele Tel No: (033) 264 5403

POST 16/186 : **SERVER ADMINISTRATOR REF NO: DSD35/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Certified Novel Engineer / Microsoft Certified System Engineer. A valid driver's license. A minimum of 2 years of experience in technical field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Public Service Regulations, In-depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes. Skills: Communication, Project management, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Ensure availability of client/ server applications; Configure all new server implementations; Develop processes and procedures for the management server; Oversee the physical security, integrity and safety of the data center/ server.

ENQUIRIES : Mr VN Nyathikazi Tel No: (033) 264 2216

POST 16/187 : **IT SUPPORT TECHNOLOGIST REF NO: DSD36/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRIES : Mr VN Nyathikazi Tel No: (033) 264 2216

POST 16/188 : **IT SPECIALIST REF NO: DSD37/05/2026ETHEKWINI SOUTH**

SALARY : R338 106 per annum (Level 07)
CENTRE : eThekweni South District
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.

DUTIES : Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRIES : Ms TN Ndlovu Tel No: (031) 336 8705

POST 16/189 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION**
REF NO: DSD38/05/2026HO (X2 POSTS)

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Personnel Management/ Public Management/ Public Administration. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Employee Performance Management and Development System. Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Teamwork, Computer literacy, Planning, Organizing, Language, Numeracy, Driving.

DUTIES : Undertake the implementation of recruitment and selection; Undertake the implementation of appointments; Administer movement of personnel; Provide Human Resource Registry services; Supervise Human Resources.

ENQUIRIES : Mrs PN Mkhize Tel No: (033) 264 2079

POST 16/190 : **HUMAN RESOURCE PRACTITIONER: SERVICE CONDITIONS REF NO:**
DSD39/05/2026HO (X2 POSTS)

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Public Management/ Public Administration. A valid driver's license. A minimum of 3 years administrative experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Republic of South Africa Constitution, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System. Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.

DUTIES : Provide leave of absence; Process allowances and deductions; Implement termination of services; Supervise human resource.

ENQUIRIES : Ms S Ranjith Tel No: (033) 264 2021

POST 16/191 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT**
REF NO: DSD40/05/2026HO

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Human Resource Development / Public Administration / Public Management. A valid driver's license. A minimum of 3 years clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, PERSAL, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System, Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.

DUTIES : Facilitate the provision of Employee Performance Management and capacity development; Provide support in the implementation of Performance Management and Development System for Salary Level 1-12 employees and SMS Members; Assist in the provision secretariat services at Committee Meetings (DMC/Appeals); Coordinate the implementation of Competency Based Assessment for the development of SMS members.

ENQUIRIES : Mr CM Ndlovu Tel No: (033) 264 2208

<u>POST 16/192</u>	:	<u>HUMAN RESOURCE PRACTITIONER: DISTRICTS (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) King Cetshwayo District Ref No: DSD41/05/2026King Cetshwayo (X1 Post) iLembe District Ref No: DSD42/05/2026iLembe (X1 Post) Harry Gwala District Ref No: DSD43/05/2026Harry Gwala (X1 Post) uGu District Ref No: DSD44/05/2026uGu (X2 Posts) uThukela District Ref No: DSD45/05/2026uThukela (X1 Post) uMzinyathi District Ref No: DSD46/05/2026uMzinyathi (X1 Post) Amajuba District Ref No: DSD47/05/2026Amajuba (X1 Post) uMkhanyakude District Ref No: DSD48/05/2026uMkhanyakude (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Departmental/Provincial Policies, Human resource management practices and procedures, Employee Performance Management and Development System. Skills: Problem solving, Communication, Time management, Report writing, Listening, Excellent writing skills, Analytical; creative and innovative thinking, Interpersonal, Planning and Organizing, Computer, Language, Numeracy.
<u>DUTIES</u>	:	Provide human resource administration practices concerning service conditions; Provide human administration practices concerning human resource provisioning; Provide human resource development; Provide labour relations services; Provide PERSAL support services; Prepare reports on personnel administration issues and statistics; Supervise and provide guidance to staff.
<u>ENQUIRIES</u>	:	Mr MT Mngomezulu: King Cetshwayo Tel No: (035) 794 5418 Ms R Singh: iLembe District Tel No: (031) 336 8727 Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027 Mr S Govender: uGu District Tel No: (039) 259 7027 Mr PP Ndaba: uThukela District Tel No: (036) 636 1000 Mr CM Ndaba: uMzinyathi District Tel No: (034) 212 2990 Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822 Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000
<u>POST 16/193</u>	:	<u>ADMINISTRATIVE OFFICER: EXECUTIVE SUPPORT REF NO: DSD49/05/2026HO (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma (NQF Level 6) /Bachelor's Degree (NQF Level 7) in Public Management / Public Administration / Social Sciences. A valid driver licence. A minimum of 3 years' clerical experience. Knowledge: Constitution of the Republic of South Africa; Working knowledge of public service; Public Service Act; Public Service Regulations. Skills: Communication; Listening; Analytical thinking; Interpersonal relations; Organising; Driving.
<u>DUTIES</u>	:	Provides administrative support services; Provide a secretariat function and establish, implement and maintain an efficient and effective filing system; Procure goods and services; Promote sound working relationships between the Office of the HoD and other stakeholders; Provide supervision of staff.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 5402/06
<u>POST 16/194</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: QUALITY OF WORK LIFE REF NO: DSD50/05/2026HO</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree (NQF level 7) in Social Work/ Psychology. Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, Only Shortlisted candidates will submit proof of Current Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, A valid driver's license. A minimum of 1-year administrative experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public

- Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Numeracy, Driving.
- DUTIES** : Implement Wellness Management Programme; Attend to referral cases and maintain confidential records for employees; Provide advisory services to line managers on Wellness Management Programme matters; Provide psychosocial, emotional and spiritual wellbeing of employees; Provide administrative functions.
- ENQUIRIES** : Mr VW Gumede Tel No: (033) 341 3579
- POST 16/195** : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: OCCUPATIONAL HEALTH REF NO: DSD51/05/2026HO**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07)
: Head Office: Pietermaritzburg
: Qualifications: Bachelor's Degree (NQF level 7) in General Nursing/Occupational Health and Safety. Registration with the South African Nursing Council (SANC)/South African Institute of Occupational Safety and Health (SAIOSHA). Only Shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) / South African Institute of Occupational Safety and Health (SAIOSHA). A valid Driver's license. A minimum of 1 year of experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective, Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Driving.
- DUTIES** : Implement HIV/AIDS and TB workplace programmes; Facilitate health and productivity management programmes; Provide occupational health and safety services; Provide administrative functions.
- ENQUIRIES** : Mr VW Gumede Tel No: (033) 341 3579
- POST 16/196** : **PERSONAL ASSISTANT (X3 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
: DDG: Community Development & Institutional Coordination Ref No: DSD52/05/20256DDG
: Chief Director: Corporate Services Ref No: DSD53/05/2026Corporate
: Director: Youth & Women Development Ref No: DSD54/05/2026Youth
- REQUIREMENTS** : Qualifications: National Diploma (NQF level 6) in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. A minimum of 3 years secretariat experience in rendering support services to senior management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. Skills: Language, Good telephone etiquette, Computer literacy, Sound organizational behaviour, Communication (verbal & written), Numeracy.
- DUTIES** : Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the Senior Management regarding meetings; Support the Senior Manager with the administration of the budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.
- ENQUIRIES** : Mrs GP Xaba - Makhetha Tel No: (033) 264 5576
: Mr VW Gumede Tel No: (033) 341 3579
: Mr X Makhwasa Tel No: (033) 264 2173

POST 16/197 : **PROFESSIONAL NURSE: PRINCESS MKABAYI CYCC REF NO: DSD55/05/2026PRINCESS MKABAYI**

SALARY : Grade 1: R337 359 per annum
CENTRE : Princess Mkabayi CYCC: uMzinyathi District
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Nursing. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act, Treasury Regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Nursing Act, Health Act, Occupational Health and Safety Act, Patients' rights Charter, Batho-Pele principles, Labour Relations Act, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Facilitation, Presentation, Problem solving, Analytical thinking, Self-disciplined, Organizing, Computer literacy, Numeracy, Language skills.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care; Maintain a constructive working relationship with nursing and other stakeholders; Manage resources of the Division.

ENQUIRIES : Mrs RZ Sibisi Tel No: (034) 299 7578

DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATIONS : Applications must be posted to: The Director, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg and marked for the attention of Mrs NIS Mbhele/ Ms P Mthembu. Moreover, applicants are also encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address recruitment@kzndsac.gov.za.

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

CLOSING DATE : 05 June 2026

NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. Further, 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. Further, shortlisted SMS candidates shall undergo a competency assessment prior to being recommended for appointment by the executive authority. Moreover, SMS candidates recommended for appointment will be required to produce a Pre-entry Certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link:

<https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

<u>POST 16/198</u>	:	<u>CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: DSAC01/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service [SMS])
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate bachelor's degree (NQF 7) in Accounting/ Finance or relevant qualification, coupled with a minimum of five (5) years' experience at a Senior Managerial level (SMS). The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid code 8/EB driver's license. Knowledge: Good understanding of Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Sound knowledge of relevant legislation such as the PFMA, Treasury Regulations, etc. Knowledge of relevant financial systems such as PERSAL and BAS, etc. Experience in Strategic Planning and Financial Management. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage the budgeting and financial management functions. Develop and implement appropriate financial management policies, guidelines and procedures. Provide advice to the Accounting Officer on financial management. Manage the Supply Chain Management function. Develop and maintain internal control systems. Provide financial reports as required by Provincial Treasury. Ensure financial targets and budgets are consistent with the strategic plan. Manage fixed assets of the Department. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Dr CT Sifunda Tel No. (033) 264 3400

OTHER POSTS

<u>POST 16/199</u>	:	<u>CULTURAL OFFICER: ZULULAND DISTRICT OFFICE REF NO: DSAC02/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Ulundi
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF6) in Fine Arts, Arts and Drama, Creative Arts or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8/EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Research and analytical skills. Negotiation/ Consultation skills. Resource management skills. Presentation skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Implement and develop programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Render administrative functions in relation to programmes that are implemented.

<u>ENQUIRIES</u>	:	Ms BPN Dlodla at 064 616 1471
<u>POST 16/200</u>	:	<u>ARCHIVIST: DURBAN ARCHIVES - REPOSITORY MANAGEMENT REF NO: DSAC03/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Durban A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Records Management or relevant qualification, coupled with one (1) year relevant experience in records management. Valid code 8/EB driver's license. Knowledge: All relevant archival prescripts. Public Service Act. Batho Pele Principles. EPMDS and PFMA. Skills: Analytical skills. Project management skills. Research and Presentation skills. Project management skills. Computer literacy (MS Word, Excel, Power Point, etc). Creation of finding aids. Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Process enquiries and provide support and advise archivalia in the reading room. Create finding aids. Collection Management. Public programming. Preserve and digitize records in according to the procedure manual.
<u>ENQUIRIES</u>	:	Mr RB Singh Tel No: (031) 309 5681
<u>POST 16/201</u>	:	<u>SUPPLY CHAIN PRACTITIONER-DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC04/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pietermaritzburg, Head Office A Grade 12 certificate plus National Diploma (NQF 6) in Financial Management or relevant qualification, coupled with a minimum of two (2) year relevant experience in Finance Management. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Ability to multi-task. Ability to work independently. Problem solving, Tact and diplomacy, Project management skills, Policy analysis and development, Motivational, Negotiation, Conflict management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, financial management. Computer literacy (MS Word, Excel, Power Point, etc). Good Communication (verbal and written) skills.
<u>DUTIES</u>	:	Ensure time-consuming procurement of goods and services. Assist with the consolidation and capturing of Procurement plan. Authorize commitments on BAS. Attend bid/quotations briefing sessions. Provide secretariat functions for BSC committee. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	Mr M Mazibuko Tel No: (033) 264 3400
<u>POST 16/202</u>	:	<u>RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: HARRY GWALA DISTRICT OFFICE REF NO: DSAC05/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Bulwer A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective

implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.

ENQUIRIES : Harry Gwala: Ms T Mahlobo Tel No: (039) 834 5300

POST 16/203 : **RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: ZULULAND DISTRICT OFFICE REF NO: DSAC06/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Ulundi

REQUIREMENTS : A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.

ENQUIRIES : Zululand: Ms BA Thabethe at 082 430 6782

POST 16/204 : **ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT: ADMIN SUPPORT REF NO: DSAC08/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : Grade 12 certificate plus bachelor's degree/ National Diploma in Public Management or relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8 /EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Good interpersonal relations. Ability to work under pressure. Good office administration, planning and organizational skills. Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Good communication (written & verbal) skills.

DUTIES : Provide effective and efficient office management to the Directorate, which includes systems for receiving and distributing correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES : Ms K Verrimaak Tel No: (033) 341 3600

POST 16/205 : **ADMIN CLERK: CORPORATE SERVICES UNIT: EASTERN DISTRICTS CLUSTER REF NO: DSAC09/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Durban

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Durban: Ms HC Gumede at 063 8084995

POST 16/206 : **ADMIN CLERK: DUNDEE DEPOT: WESTERN DISTRICTS CLUSTER REF NO: DSAC10/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Dundee

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Dundee Library: Ms BM Sadaw Tel No: (034) 212 2459

POST 16/207 : **ADMIN CLERK: ARCHIVES REPOSITORY MANAGEMENT: SOUTHERN DISTRICTS CLUSTER REF NO: DSAC11/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Pietermaritzburg, Head Office

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Pietermaritzburg Archives Repository: Ince Edgar Tel No: (033) 342 4713

POST 16/208 : **ADMIN CLERK: MIDLANDS LIBRARY DEPOT-SOUTHERN DISTRICTS CLUSTER REF NO: DSAC12/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Pietermaritzburg

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and

clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Midlands Library Depot: Ms T Tshabalala Tel No: (033) 345 2226

POST 16/209 : **ADMIN CLERK: ADMIN SUPPORT LIBRARY & ARCHIVES SERVICES REF NO: DSAC13/2026**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
: Pietermaritzburg, Head Office
: Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms N Masuku at 082 920 0883

POST 16/210 : **DRIVER/MESSENGER REF NO: DSAC14/2026**
Mbazwana Library Depot: Northern Districts Cluster

SALARY CENTRE REQUIREMENTS : R201 093 per annum (Level 04)
: Mbazwana
: Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).

DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

ENQUIRIES : Ms Z Mdletshe at 079 6762 730

POST 16/211 : **DRIVER/MESSENGER REF NO: DSAC15/2026**
South Coast Depot: Eastern Districts Cluster

SALARY CENTRE REQUIREMENTS : R201 093 per annum (Level 04)
: Pinetown
: Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).

DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

ENQUIRIES : Ms PP Sidlova Tel No: (031) 701 3237

POST 16/212 : **GENERAL ASSISTANT: COASTAL LIBRARY DEPOT REF NO: DSAC16/20262**

SALARY CENTRE REQUIREMENTS : R144 024 per annum (Level 02)
: Pinetown
: A Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Knowledge: Numeracy&

DUTIES : Literacy. Library prescripts and procedures. Skills: Numeracy and literacy
Communication skills, filing principles, report writing.

ENQUIRIES : Provide support for library material exchange system. Provide support with
the dispatch and collection of library material from Preparations Section and
affiliated libraries. Maintain library material for loans by affiliated libraries.
Provide labour support for the movement of library material and equipment.
Ms N Nkosi Tel No: (031) 701 1234

POST 16/213 : **GENERAL ASSISTANT: PROMOTIONAL SUPPORT & PUBLISHING –
LIBRARY SERVICES REF NO: DSAC17/2026**

SALARY : R144 024 per annum (Level 02)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Grade 12 certificate or equivalent certificate. Willingness to travel overnight
trips. Ability to perform physically demanding duties. Knowledge: Numeracy &
Literacy. Library prescripts and procedures. Skills: Numeracy and literacy
Communication skills, filing principles, report writing.

DUTIES : Provide support for library material exchange system. Provide support with
the dispatch and collection of library material from Preparations Section and
affiliated libraries. Maintain library material for loans by affiliated libraries.
Provide labour support for the movement of library material and equipment.

ENQUIRIES : Ms P Mthembu at 072 219 1609

POST 16/214 : **GENERAL WORKER**
Administrative Support Section

SALARY : R144 024 per annum (Level 02)
CENTRE : **Pietermaritzburg, Head Office:**
Heritage Services Ref No: DSAC18/2026
Library & Archives Services Ref. No: DSAC19/2026

REQUIREMENTS : Standard 8/ ABET certificate or equivalent certificate. Knowledge: Utilizing
cleaning equipment. Occupational health and safety measures. Skills: Basic
communication (written and verbal).

DUTIES : General cleanliness of the buildings. Clean offices. Clean general areas of
premises and their contents. Assist with cleaning of kitchens and their assets
when required. Ensure that ablutions are hygienic and clean. Ensure that waste
is controlled effectively and removed.

ENQUIRIES : Heritage Services: Ms EN Zondi Tel No. (033) 345 3171
Library Services: Ms N Masuku at 082 920 0883