

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

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 email: Niemeyer.Intern@kznhealth.gov.za
<u>CLOSING DATE</u>	:	14 August 2026
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, 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 reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

OTHER POST

<u>POST 26/146</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 – R581 931 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, medical aid (optional), Housing Allowance (Employees must meet the prescribed requirements) Grade 2: R607 350 – R752 913 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital Grade 1: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. Grade 2: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2026 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge,

Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescripts and legislation.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Ensure safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.

ENQUIRIES : Mrs GN Nkosi Tel No: (034) 331 3011
NOTE : NB: Equity Target: Male African.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online. 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 Centers (DOACS) at www.kznonline.gov.za/kznjobs
 Direct your application quoting the reference number of the post you are applying for;

Head Office Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag X9142, Pietermaritzburg, 3200. For attention: Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.

Southern Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works, Southern Regional Office, Private Bag X9153 Pietermaritzburg, 3200. For the attention of Ms P Singh, or alternatively it can be Hand Delivered to: 10 Prince Alfred Street, Pietermaritzburg.

Ethekeini Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X54336, Durban, 4000. For attention: Ms NT Phewa or alternatively hand delivered to 455A Jan Smuts Highway, Mayville, Durban.

North Coast Region Posts Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X42, Ulundi, 3838. For attention: Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.

Midlands Region Posts: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X9963, Ladysmith, 3370. For attention: Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith, 3370.

CLOSING DATE : 07 August 2026

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. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified. 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

<u>POST 26/147</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/NCR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	North Coast Region (Ulundi)
	:	Grade 12 plus a relevant tertiary qualification at NQF level 7. A minimum of 3 years' related supply chain management experience at a junior management level (ASD). Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage and co-ordinate pre-bid and adjudication services. Manage and co-ordinate procurement and post-bid services. Manage Provisioning Services and demand management services. Manage logistics services. Manage the implementation of policies. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348

<u>POST 26/148</u>	:	<u>DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: DD/PM/MR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant tertiary qualification at NQF level 6 in the built environment or related field. A minimum of 3 years' related built environment experience. Computer literacy (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage the implementation of Programmes within the Region. Manage and monitor programme expenditure and the preparation of financial progress reports. Facilitate effective stakeholder and WIMS management. Deliver policies and strategies aimed at improving service delivery. Manage the resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr S Davids Tel No: (036) 638 8000
<u>POST 26/149</u>	:	<u>ENGINEER (PRODUCTION) GRADE A</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office (Pietermaritzburg)
	:	(Electrical/ Mech) Ref No: HO/ENG/E/2026 (X1 Post)
	:	(Civil/Structural) Ref No: HO/ENG/CS/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree, 3 years post-qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Undertake human capital development. Undertake administration and budget planning in respect of projects. Undertake related research and development.
<u>ENQUIRIES</u>	:	Mr TL Mchunu Tel No: (033) 260 3714
<u>POST 26/150</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: CPM/MR-2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B. Tech with a minimum of 4 years certified managerial experience Or an Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of construction projects. Undertake project accounting and financial management. Undertake office administration related to projects. Undertake research and development in respect of construction projects.
<u>ENQUIRIES</u>	:	Mr. S Davids Tel No: (036) 638 8071
<u>NOTE</u>	:	NB: Provision exists for salary packages to be reviewed for production positions, based on an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.
<u>POST 26/151</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: QS/ETH/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Ethekwini Regional Office (Durban)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr. S Kunene at 083 3815806
<u>POST 26/152</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: NCR/QS/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)

<u>CENTRE</u>	:	North Coast Region (Ulundi)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348
<u>POST 26/153</u>	:	<u>ASSISTANT DIRECTOR: YOUTH WOMEN & PEOPLE WITH DISABILITY</u> <u>REF NO: HO/ADYWPWD/072026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognized NQF level 6 qualification in Development Studies / Public Management / Administration / Community Development qualification plus 3 years relevant experience at a supervisory level in empowerment environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Implement Youth Development Programmes. Facilitate Women Empowerment Programmes. Administer the implementation of empowerment Programmes for People with Disability. Provide administrative support services. Provide advice and guidance and input to policy.
<u>ENQUIRIES</u>	:	Ms D Mncube Tel No: (033) 355 5603
<u>POST 26/154</u>	:	<u>INTERNAL CONTROL OFFICER REF NO: HO/AOCPS/062026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	NQF level 6 in Accounting/ Auditing/ Internal Auditing plus minimum of one year experience in Accounting/ Auditing/ Internal Auditing/ Internal Control field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Facilitate and perform audit related queries/ recommendations. Facilitate and perform the verification of processed transactions to ensure that accuracy and completeness of financial and SCM transactions. Ensure compliance monitoring to relevant legislation, regulation, departmental policies procedures and processes. Co-ordinate and conduct all investigations of irregular and expenditure losses and fraud. Provide inputs on the development and review of departmental internal control policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms R Gunpath Tel No: (033) 355 4002
<u>POST 26/155</u>	:	<u>ADMINISTRATIVE OFFICE: ACQUISITION REF NO: AO/ZSD/ACQ/26</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Zululand Sub-District Office (Nongoma)
<u>REQUIREMENTS</u>	:	Grade12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence.
<u>DUTIES</u>	:	Monitor pre-bid services. Administer post-bid services. Render adjudication service. Render procurement of goods and services. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms WP Khathini Tel No: (035) 831 7300
<u>POST 26/156</u>	:	<u>ADMINISTRATIVE OFFICER: TAX AND BANKING REF NO: HO/AOTAX/072026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience in Finance environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Ensure that records and IRP5 certificates accurately maintained. Tax reconciliation (Bi-annual and Annual). Monitor the Departmental bank account including the clearance of banking related suspense accounts. Keep and issue Petty cash.

<u>ENQUIRIES</u>	:	Mr SO Nsibande Tel No: (033) 355 3772
<u>POST 26/157</u>	:	<u>PERSONAL ASSISTANT</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Head Office: Pietermaritzburg and Durban for the Ethekwini post:
	:	Head of Department (HOD) Ref No: HO/PAHOD/072026 (X1 Post)
	:	Supply Chain Management (SCM) Ref No: HO/PASCM/072026 (X1 Post)
	:	Infrastructure Maintenance and Technical Support (IMTS) Ref No: HO/PAIMTS/072026 (X1 Post)
	:	Regional Director: Ethekwini Ref No: H/MAN/HG/ER/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 plus Secretarial Diploma or equivalent qualification. A minimum of three (3) experience in rendering a support service to senior management. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Provides a secretarial support service. Renders administrative support services. Provides support regarding meetings. Supports with the administration of the budget for the office. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr V Govender (Head of Department Tel No: (033) 355 5560 Dr M Mbili (Supply Chain Management Tel No: (033) 355 5495 Ms NQ Gcaba (IMTS) Tel No: (033) 260 3722 Mr DS Naicker at 083 456 9511
<u>NOTE</u>	:	NB: Candidates may be subjected to a computer assessment to determine computer literacy.
<u>POST 26/158</u>	:	<u>COMMUNICATION OFFICER REF NO: HO/COMM/072026 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office: Pietermaritzburg Grade 12 plus appropriate NQF level 6 in Communication / Public Relations plus a minimum of 1 year experience in relevant field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide a departmental public relations service. Provide a departmental media liaison service. Provide support in the production of publications. Provide administrative duties and communication related support for the component.
<u>ENQUIRIES</u>	:	Mr M Khumalo Tel No: (033) 355 5495
<u>POST 26/159</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROCUREMENT SERVICES REF NO: HO/AOCPS/072026</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office: Pietermaritzburg A Grade 12 or equivalent plus 3 years' relevant experience in Supply Chain Management environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Co-ordinate and facilitate secretarial support to the Bid Adjudication Committee (BAC). Ensure secretarial support to the Bid Specification and Bid Evaluation Committees (BEC). Co-ordinate secretarial support to the SCM Forum meeting. Compile a comprehensive database of all submissions to and from the committees. Provide inputs on the development and review of departmental construction SCM policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms A Sewmohan Tel No: (033) 355 5455
<u>POST 26/160</u>	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Harry Gwala (Ixopo) Ref No: AO/ACQ/HG/SR26
	:	Umgungundlovu (Pietermaritzburg) Ref No: AO/ACQ/UMG/SR26
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

<u>DUTIES</u>	:	Administer pre-bid processes. Administer post-bid processes. Render adjudication services. Render procurement of goods and services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr TW Nkomo (Harry Gwala) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu) Tel No: (033) 3557100
<u>POST 26/161</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID: SUPPLY CHAIN MANAGEMENT REF NO: AO/POST BID/SR26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide contract administration services. Provide post-bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise staff.
<u>ENQUIRES</u>	:	Ms MP Kunene Tel No: (033) 8971402
<u>POST 26/162</u>	:	<u>HUMAN RESOURCE SUPERVISOR (EMPLOYEE BENEFITS) REF NO: HRS/EB/SRO/26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Administer salary adjustments. Administer pension matters. Administer transfers, translations, secondments and service terminations. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SL Luthuli Tel No: (033) 8971418
<u>POST 26/163</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS REF NO: AO/LOG/ETH/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Ethekwini (Durban)
<u>REQUIREMENTS</u>	:	Grade 12 plus 3 years National Diploma / Degree, 1 year experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Fleet Management (Technical). Fleet Management (Administration). Supervision of Subsidized and Private on official vehicles. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. N Miya at 063 6876593
<u>POST 26/164</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID REF NO: AO/PB/MR-2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	A Grade 12 plus a relevant Degree or National Diploma. A minimum of one (1) years' relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.
<u>ENQUIRIES</u>	:	Ms. GB Mthethwa Tel No: (036) 638 8177
<u>POST 26/165</u>	:	<u>HUMAN RESOURCE SUPERVISOR REF NO: HRS/ZDO/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Zululand District Office (Ulundi)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Monitor Human Resource

		personnel records. Co-ordinate and implement EPMDS matters in the district. Co-ordinate the HRD matters. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/166</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 REF NO: LAO/LS/032024 (X1 POST)</u>
<u>SALARY</u>	:	MR3: R337 563 - R385 965 per annum MR4: R403 929 - R461 838 per annum MR5: R483 219 - R685 812 per annum Dependant on number of years of post qualification relevant experience [as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service]
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. MR3: At least 2 years' appropriate post-qualification legal experience and MR4: At least 5 years' appropriate post-qualification legal experience and MR5: At least 8 years' appropriate post-qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.
<u>DUTIES</u>	:	Interpret, draft and edit a wide variety of legal documents such as a contract, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well – researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies.
<u>ENQUIRIES</u>	:	Ms A Khan Tel No: (033) 355 5666
<u>POST 26/167</u>	:	<u>WORKS INSPECTOR</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Structural: Harry Gwala – Ixopo Ref No: WI/STRUCT/HG/SR26 Mechanical: Umgungundlovu -PMB Ref No: WI/MECH/UMG/SR26
<u>REQUIREMENTS</u>	:	An accredited National Diploma (Technical / N / S streams) or equivalent qualification; or N3 Certificate plus a passed Trade Test in the built environment; or Registration as an Engineering Technician.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyse and compile relevant documentation for work to be undertaken on minor new and existing structures. Oversee the work of contractors. Gather and submit information related to the Extended Public Works Programme (EPWP).
<u>ENQUIRES</u>	:	Mr TW Nkomo (Harry Gwala posts) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu posts) Tel No: (033) 355 7100
<u>POST 26/168</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: HEAD OFFICE- 191 PRINCE ALFRED STREET - PMB) REF NO: WI/ELEC/UMG/SR26</u>
<u>SALARY</u>	:	R280 276 per annum (Level 06)
<u>CENTRE</u>	:	Umgungundlovu -Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.
<u>DUTIES</u>	:	Render basic inspection service of work done on miner new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works Programme. (EPWP)
<u>ENQUIRIES</u>	:	Mrs C Buthelezi Tel No: (033) 355 7100

<u>POST 26/169</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: LA BUILDING - ULUNDI) REF NO: WIS/NCR/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 276 per annum (Level 06) Zululand Sub-District (Ulundi) Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.
<u>DUTIES</u>	:	Render basic inspection service of work done on minor new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP).
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/170</u>	:	<u>ARTISAN</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Harry Gwala District Office, Ixopo Electrical Ref No: ARTISAN/ELECTRICAL/HG/SR26 (X1 Post) Painter Ref No: ARTISAN/PAINTER/HG/SR26 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate trade test. A valid Driver's Licence (Minimum Code B – Manual transmission). Computer Literacy.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>POST 26/171</u>	:	<u>ARTISAN: ELECTRICAL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Uthukela District Office (Ladysmith) Ref No: ART/UTHUK-2026 Amajuba District Office (Newcastle) Ref No: ART/AMAJ-2026
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate. A Valid driver's licence (Code B-Manual transmission).
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr TI Letompa: Harry uThukela District Office Tel No: (036) 6382900 Mr. PN Zulu: Amajuba District Office Tel No: (036) 638 8000
<u>POST 26/172</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Head Office: Pietermaritzburg Administration Clerk: Office Of HOD Ref No: HO/ACHOD/072026 (X1 Post) Administration Clerk: ICT Ref No: HO/ACICT/072026 (X1 Post)

		Administration Clerk: SCM Ref No: HO/ACSCM/072026 (X3 Posts)
		Administration Clerk: Building Ref No: HO/ACBM/072026 (X1 Post)
		Accounting Clerk: Bookkeeping Ref No: HO/ACBK/072026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Preference may be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services. Provide clerical support services within the respective components. Administer correspondence for the component.
<u>ENQUIRES</u>	:	Mr T Mgenge: Office of HOD Tel No: (033) 355 5694 Ms. N Zondi: ICT Tel No: (033) 260 3785 Ms. N Zulu: SCM Tel No: (033) 355 5563 Ms. G Khuzwayo: Building Tel No: (033) 260 4216 Mr. SO Nsibande: Finance Tel No: (033) 355 3772
<u>POST 26/173</u>	:	<u>DRIVER: EXECUTIVE SUPPORT (OFFICE OF THE HOD) REF NO: HO/DR/ES/072026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. A valid driver's licence and 7 to 12 months relevant experience.
<u>DUTIES</u>	:	Core driver functions. Secondary functions that can be performed. Preparing accident and incident reports as necessary. Keep the assigned vehicle(s) inside and outside.
<u>ENQUIRES</u>	:	Ms T Mgenge Tel No: (033) 355 5694
<u>POST 26/174</u>	:	<u>HANDMAN REF NO: H/MAN/HG/SR/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Harry Gwala District Office, Ixopo
<u>REQUIREMENTS</u>	:	ABET Level 4 qualification or equivalent; 0–6 months relevant experience. Computer Literacy.
<u>DUTIES</u>	:	Assist in the maintenance of offices, official buildings, and related services. Perform general labour and support services. Provide operational support on site. Maintain office equipment and furniture.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>NOTE</u>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.