PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a)via the S'thesha Waya Waya - KZN Online recruitment portal at (https://www.eservices.gov.za) or by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION : Ms. Z.R Bekwa

CLOSING DATE : 11 December 2026

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts and to use other recruitment processes to fill these posts should it choose to do so.

MANAGEMENT ECHELON

POST 43/242 : **DIRECTOR: PROVINCIAL POLICE OVERSIGHT AND COMMUNITY POLICE RELATIONS REF NO: CSL17/2026**

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg

REQUIREMENTS : A Degree (NQF level 7 or higher) in Social Science / Police Science / Law or relevant equivalent qualification recognized by SAQA coupled with a minimum of 5 years' middle / senior management experience in monitoring and evaluation and/or crime prevention environment. A valid driver's license Code B. Nyukela SMS Pre-entry certificate submitted prior to appointment. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000,Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development

Agency Act, 2008, Civilian, Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and Communication skills, Project management skills, Computer skills, Report writing skills, Financial Management skills.

DUTIES : To monitor and evaluate the functioning of the Office of the Provincial Commissioner and Specialised Units. Promote community police relations in the Province. Monitor and evaluate the implementation of policing policies and directives by the Office of the Provincial Commissioner and Specialised Units. Monitor and evaluate the service delivery of police service units in the Office of the Provincial Commissioner and Specialised Units. Manage and address complaints against the Office of the Provincial Commissioner, Specialised Units and Provincial Board. Manage the development and maintenance of partnerships at a Provincial level. Ensure effective management of resources of the Directorate.

ENQUIRIES : Mr. N.D Mchunu Tel No: (033) 3419300

OTHER POSTS

POST 43/243 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CSL18/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) in Human Resource Management or relevant equivalent qualification recognized by SAQA, PERSAL Controller Certificate, together with a minimum of 3 years' junior management experience within Human Resources Management environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act; Labour Relations Act, Public Service Prescripts, Skills Development Act/Skills Levies Act, Employment Equity Act, Treasury Regulations and prescripts, PFMA and Treasury Regulations, HR systems including "PERSAL, Sthesha Waya Waya and e-leave", Public Service Resolutions (PSCBC/GPSSBC), Human Resource Management policies, practices, Communication (verbal and written), Strategic capability and leadership, Problem solving and analysis, Motivational, Computer Literacy (MS Office suite), Human resource management, Driving, Conflict management, Negotiation skills, Good verbal and written communications skills, Strong leadership skills and qualities, Project management skills, Good inter-personal relations skills, Presentation skills, People management and Supervisory skills, Research skills.

DUTIES : To manage and facilitate the provisioning of human resource services. Ensure the alignment of the Organisational structure to the departmental strategic plan and provide organisational design and development services. Manage human resource administration services. Manage employee relations in the Department. Manage and facilitate the provision of labour relations within the Department. Manage and maintain human resource information systems for the department. Ensure effective management of resources for the Sub-Directorate.

ENQUIRIES : Mr. C.S Ngcobo Tel No: (033) 341 9300

POST 43/244 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CSL19/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) in Security Management or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 Junior Management experience in Security Management environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate will be subjected to a security clearance. The successful candidate must have knowledge of Knowledge of public service Act and regulations, PFMA, Knowledge in Project Management, Public gatherings Act, Private security Industry Regulatory Act, Labour relations, Communication and protocol, Minimum Information Security Standards (MISS) Second Edition, March 1998, Promotion of Access to Information Act, 2000, Protection of Information Act, 1982, Criminal Procedures Act, 1997, Control of Access to Public Premises and Vehicles Act, 1985, Minimum physical security standards,

Minimum information technology standards, National Strategic Intelligence Act, Explosives Act, 1956, Disaster Management Act, 2002, Communication skills, Project management skills, Report writing skills, VIP Protection skills.

DUTIES : To provide security management services. Implement Departmental security risk policies and procedures. Develop and maintain security mechanisms. Develop norms and guidelines for the security. Administer security audit, monitor and evaluate initiatives to ensure security for the HOD and staff. Ensure compliance with MISS prescripts.

ENQUIRIES : Ms. Z.P Gumede Tel No: (033) 341 9300

POST 43/245 : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: AMAJUBA REF NO: CSL22/2026**

SALARY : R605 742 per annum (Level 10)

CENTRE : Newcastle

REQUIREMENTS : A National Diploma (NQF level 6 or higher) in Social Sciences / Police science or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years' experience in Crime Prevention and Partnerships environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To promote community police relations and community safety structures. Implement safety models and initiatives for the district. Facilitate the establishment and maintenance of community policing forums, community safety forums, community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Ms. A. Ncapayi Tel No: (033) 341 9300

POST 43/246 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CSL20/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : A National Diploma (NQF level 6) in Labour Relations/Human Resource Management/Public Administration (Majoring in Labour Relations) or relevant equivalent qualification recognized by SAQA, together with 3 years' experience at salary level 7 or 8 within Labour Relations Environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of Knowledge of Knowledge of Public Service Act and Regulations, Knowledge of Labour Relations Act, PSCBC Collective Agreements/ Resolutions, GPSSBC Collective Agreements/ Resolutions, Public Service Acts/Prescripts, Treasury Regulations and prescripts, Basic conditions of Employment Act, Public Finance Management Act, HR systems including "PERSAL", Batho Pele principles, White Paper of Transforming Public Services, Law of evidence, Policy Development and research skills, Employment Equity Act, Computer literacy (Microsoft Office Suite), Conflict management, Negotiation skills, Good verbal and written communication skills, Strong leadership skills and qualities, Good inter-personal relations skills, Problem solving skills. Facilitation, Presentation skills, Planning, Organising, Good inter-personal relations, Project Management.

DUTIES : To oversee and facilitate the provision of labour relations services within the Department. Administer effective implementation of discipline procedures. Oversee effective implementation of grievance and dispute procedures. Coordinate labour liaison services in line with relevant prescripts and procedures. Facilitate the development of labour relations policies and strategies. Coordinate employer/employee consultative forums.

ENQUIRIES : Mr. C.S Ngcobo Tel No: (033) 341 9300

POST 43/247 : **ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: CSL21/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : A Degree (NQF 7) in Finance Management or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years supervisory experience in a Financial Environment. A valid driver's license Code B. The successful candidate must have knowledge of Knowledge Project management, Practice Notes, Financial Management and Accounting Systems, Performance Budgeting – best practice & guidelines, Public Finance Management – best practices, Recognised Accounting Principles (GRAP), Government processes, Planning, Team leader, Decision making, Problem solving, Report writing skills, Financial management, Budgeting systems, Analytical skills, Management skills, Communication skills.

DUTIES : To provide and control financial administration and accounting services. Revenue collection and expenditure management. Implement and monitor financial administration and accounting policies, systems and process. Monitor payroll control, S&T claims and voucher control transaction documents and suspense accounts. Manage tax administration for the department. Provide advice, guidance and input to policy. Ensure effective management of resources.

ENQUIRIES Mr. D.M Pillay Tel No: (033) 341 9300

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.

OTHER POSTS

POST 43/248 : **MEDICAL SPECIALIST: REF NO: DPKISMH 33/2026 (X1 POST)**
Component: Anaesthesiology

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary package)
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime; Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQURIEMENTS : Experience Required: **Grade 1**: No experience necessary; Appropriate qualification and registration with the HPCSA as a Medical Specialist in Anaesthesiology **Grade 2:** Appropriate qualification and registration as a specialist in Anaesthesiology with HPCSA Plus five (05) years post registration experience as a Medical Specialist in Anaesthesiology. **Grade 3:** Appropriate qualification and registration with HPCSA as a specialist in Anaesthesiology Plus 10 Years appropriate experience as a Medical Specialist in Anaesthesiology. Requirements For the Post: Senior Certificate (Matric), MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Registration certificate with HPCSA as a Medical Specialist in Anaesthesiology PLUS Current registration with HPCSA as a "Specialist Anaesthesiologist" (2026/2027 receipt) Knowledge, Skills, Training and Competence Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Knowledge of current Health and Public Servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Specialist Anaesthetic consultation and services. Accept responsibility for administration of anaesthesia. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within

the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/inreach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department; in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Dr S. Reddy: Acting HCU: Anaesthetics Tel No: (031) 530 1475

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360.

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. 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. Including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 11 December 2026

POST 43/249 : **MEDICAL OFFICERS REF NO: DPKISMH 32/2026 (X3 POSTS)**
Component: Critical Care: Adult

SALARY : Grade 1: R1 001 349 – R1 041 402 per annum, (all-inclusive salary package)
Grade 2: R1 142 553 – R1 188 255 per annum, (all-inclusive salary package)
Grade 3: R1 322 352 – R1 375 245 per annum, (all-inclusive salary package)
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime; Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1:** Appropriate qualification that allows registration with HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows registration with HPCSA as Medical Practitioner with a minimum of five (05) years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate

qualification that allows registration with the HPCSA as Medical Practitioner with a minimum experience of 10 years appropriate Experience as Medical Practitioner. Senior Certificate /Grade 12 or equivalent, An appropriate tertiary qualification (MBChB) Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner (2026/2027) Knowledge, Skills, Training And Competence Required: Knowledge and skills in managing critically ill patients. Sound communication, planning, negotiation, organising and interpersonal skills. Development of management and leadership skills. Ability to work in a multi-disciplinary team setting. Ability to work and maintain meaningful relationships in a diverse community. Ability to develop resilience and coping mechanisms in a resource limited environment. Ability to make a positive contribution in a busy hospital and community. Resuscitation courses: BLS, ACLS, PALS or APLS, ATLS, ITLS, BASIC for Doctors. Applications with ultrasound experience: Any valid ultrasound course. Applicants with experience working in an intensive care unit. Applicants who have completed any CMSA Diploma. Applicants who have passed a CMSA Primary or Intermediate exam. Applicants who have completed registrar training in a clinical discipline. Applicants who can commence duty immediately. Unendorsed valid code B drivers' license (Code 08). Currently employed applicants: Certificate of Service from current employer endorsed by Human Resource Department will be required from shortlisted candidates.

DUTIES : Provision of critical care services as determined by the Head of Critical Care at Dr Pixley Ka Isaka Seme Memorial Hospital. Clinical duties as per hospital / departmental requirements, in- and outside of the Department of Critical Care Mandatory participation in Group 3 commuted overtime. Participate in the delivery of Critical Care services for the PINK area (Pheonix, Inanda, Ntuzuma and KwaMashu) and other hospitals outside of this area that require critical care services. Provide initial resuscitative and peri-operative care of patients while maintaining the scientific principles of critical care. Maintain and continuously improve professional and ethical standards of yourself and the Dept of Critical Care through Continued Professional Development activities. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. To provide quality care by participating in clinical audit programmes, quality assurance, quality improvement projects, patient safety incident reporting, morbidity and mortality reviews when requested. To assist in outreach programmes in the PINK area. To assist the HCU with administrative and management duties of critical care services To provide teaching and training for nurses, junior staff, interns and medical students when required. To develop an interest in research in critical care. To be able to network with other Critical Care Units.

ENQUIRIES : Dr K Govender: HCU: Adult Critical Care – Tel No: (031) 530 1475

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360.

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. 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. Including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The

appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 11 December 2026

POST 43/250 : **PROFESSIONAL NURSE SPECIALTY REF NO: DPKISMH 31/2026 (X1 POST)**
Component: Psychiatric Nursing

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribed requirements).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, plus one- year Psychiatry post basic diploma. **Grade 2**: A minimum of 14 (fourteen) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years must be appropriate recognizable experience in the speciality after obtaining the 1 (one) year post basic qualification in Psychiatry. Senior Certificate Or equivalent. Basic R425 qualification (Degree /Diploma in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional nurse with Psychiatry. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Knowledge of nursing care delivery approaches and special interest in Psychiatric nursing. Good communication skills-verbal and written, Facilitation skills and coordination skills Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Information management, knowledge management, Planning and organizing. Ability to work within the multidisciplinary team. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.

DUTIES : Provide directions and supervision for implementation of the nursing plan (clinical practice /quality patient care) Practice nursing and health care in accordance with the laws and regulations with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders' Effective management of patients, display a concern for patients, promoting and advocating. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff and the necessary support for effective functioning of the unit. Promote the culture of ethics and professionalism within the nursing profession. Ensure provision of accurate statistical information for data management Participate in CPD (Continuous Professional Development). Ensure effective participation in all hospital programs e.g., IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff

ENQUIRIES : Ms S.C. Nduli – Deputy Nursing Manager Tel No: (031) 530 1565

APPLICATIONS	:	Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360
FOR ATTENTION	:	Deputy Director: HRM
NOTE	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. 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. Including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
CLOSING DATE	:	11 December 2026
POST 43/251	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NDW/AD-HRM/02 (X1 POST)**
SALARY	:	R487 197 – R573 897 per annum, plus, Other Benefits:13th cheque/Service Bonus, Housing allowance, Medical Aid is optional (employee must meet prescribed requirements)
CENTRE	:	Ndwedwe Community Health Centre
REQUIREMENTS	:	Senior Certificate/Grade 12 or equivalent. Degree/National Diploma in Human Resource Management/Public Management/Administration Plus At least 3–5 years appropriate supervisory experience in Human Resource component. Valid driver's license. PERSAL certificates. Computer Literacy (word processing and spreadsheet packages). Knowledge, Skills and Competencies Required: Working knowledge of health policies and current public service and health related legislation. Broad knowledge and understanding of Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations, Employee Wellness and Human Resource Development. Ability of strategic planning, execution, monitoring and evaluation. Sound knowledge of PERSAL, Project Management and Financial Management. Ability to liaise with Management. Knowledge of EPMDS. Computer literacy in word processing and spreadsheet packages. High level of information presentation.
DUTIES	:	Manage day to day functioning of the human resource management component to ensure that high-quality human resource management services are provided. Oversee HR practices, HR Planning and Development, Labour Relations, Occupational Health and Employee Wellness. Responsible for development, implementation, monitoring and evaluation of Human Resource standard operating procedures and guidelines. Implement National Core Standards and all other quality improvement initiatives. Develop Human Resource Plan for the institution which includes HR Plan, Employment Equity Plan, Operational Plan, Skills Development Plan, Annual In-service Education Plan etc. and ensure that all stakeholders are represented as the guidelines stipulated. Maintain functional HR Committees which include Employment

Equity Committee, IHETDC (Institutional Health Education Training and Development Committee), Institutional Management and Labour Committee (IMLC), Occupational Health and Safety Committee and other relevant committees. Monitor and control budget allocated to Human Resource component and clearing of suspense accounts. Ensure effective performance management in line with Employee Performance Management and other relevant prescripts. Maintain good/sound Labour peace. Ensure establishment of fully functional employee health and wellness programmes. Timeous submission of statistics, reports, returns and any other information to District Office/ Head Office. Represent HR in various committees within the institution and at district level

ENQUIRIES : Dr O Ayeni: CEO / Medical Manager, Ndwedwe Community Health Centre Tel No: (032) 532 3045

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342. Applicants are encouraged to hand deliver their applications or couriers to The Human Resource Department, P100 Canelands Road, Ndwedwe Community Health Centre, 4342 (Attention: HR Department) or apply through S'THESHA WAYA WAYA: www.eservices.gov.za or email to Samukelisiwe.Mahlaba@kznhealth.gov.za. We discourage applicants from sending applications through the postal services as the CHC will not be responsible for non-collection of those applications.

FOR ATTENTION : Assistant Director: HRM Tel No: (032) 532 3050

NOTE : The following documents must be submitted: Amended Application for Employment form new (Z83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only on or before the date of the interview. No faxed or late applications will be considered. The reference number must be indicated in the column provided on form Z83, e.g. SAP2/2010. A successful candidate will be required to enter into an employment contract and a performance agreement. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, criminal clearance, credit records, qualification, citizenship and previous employment experience verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof from shortlisted candidates only on or before the date of the interview. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Due to the large number of applications, receipt of applications will not be acknowledged; however, correspondence will be limited to shortlisted candidates only and please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply for this post/s". The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Heads of components must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. "This Department is an equal opportunity, affirmative action employer, whose aim is to promote representation all levels of all occupational categories in the Department".

CLOSING DATE : 11 December 2026

POST 43/252 : **DIAGNOSTIC RADIOGRAPHER REF NO: DPKISMH 37/2026 (X1 POST)**
Component: Radiography

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum

Grade 3: R564 822 - R683 808 per annum
Benefits: 13th Cheque, Plus Housing Allowance (Employee must Meet prescribed requirements) Medical Aid (Optional)

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1**: Nil experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1 year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. **Grade 2:** A minimum of 10 (Ten) years' experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1-year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. **Grade 3:** A minimum of 20 (Twenty years) experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1-year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. The Post: Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. Knowledge, Skills, Training and Competence Required: Sound knowledge of radiation control and safety measures for all radiography modalities. Sound knowledge of Diagnostic Radiography procedures, computed tomography and fluoroscopy and general equipment. Computer Literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests. Sound knowledge in PACS/RIS operation.

DUTIES : To provide high-quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24- hour radiographic services including weekends, public holidays and CT after hours when allocated. To perform reception, clerical duties as required. To compile shift reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele Principles. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. To participate in quality assurance, quality control and quality improvement projects and programmes. To participate and comply with the National Core Standards.

ENQUIRIES : Ms L.N. Phungula - Assistant Director: Radiographer Tel No: (031) 530 1432

APPLICATIONS : Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. 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. Including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following

checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 11 December 2026

POST 43/253 : **EMPLOYEE ASSISTANT PRACTITIONER-EAP REF NO: KDHC 17/2026 (X1 POST)**

SALARY : R413 001 per annum (Level 08). Other Benefits:13th Cheque, Medical aid (optional) Home Owner's Allowance: Employee to meet prescribed requirements

CENTRE : King Dinuzulu Hospital Complex

REQUIREMENTS : Grade 12 (Senior Certificate). An appropriate Bachelor's degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness PLUS Current Registration with SACSSP as Social Worker or HPCSA as Counsellor. Current receipt of registration with HPCSA or SACSSP (2026 receipt) 2-5 years' experience in a counselling environment or relevant field. Computer Literacy: MS office Software Applications. Valid driver's license. Knowledge, Skills, Training and Competencies Required The incumbent of this post will report to the Assistant Director: HRMS, and will be responsible to report on activities to ensure effective and efficient services and reliable information on the EAP Services in the Hospital and as such the ideal candidate must have: Knowledge of Employee Assistant Programme and Sound knowledge in Employee Wellness. Counselling Skills. Verbal and written communication skills. Knowledge of Batho-Pele Principles. Knowledge of Policies and Procedures pertaining to EAP. Good interpersonal relationship. Knowledge in report writing. Knowledge of the Public Sector. Knowledge in developing guidelines and standards. Sound knowledge on the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Knowledge of National, Provincial, and Departmental policies, prescripts and legislation.

DUTIES : Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at KDHC. Develop, plan, manage the sub programmes of the EAP. Monitor and evaluate the Employee Wellness Programme within institution. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the KDHC. Marketing and Promotion of EWP within institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Monitor confidential records in electronic format if all staff that access the EAP at KDHC.

ENQUIRIES : Mr F.G Cele Tel No: (031) 242 6055

APPLICATIONS : NB. No Payment of S & T And Resettlement Expenditure. Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department King Dinuzulu Hospital Complex P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za

NOTE : (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). Directions To the Candidates The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2026. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security

checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 11 December 2026

POST 43/254 : **HR PRACTITIONER (HRD & PLANNING) REF NO: MAD 11/2026 (X1 POST)**

SALARY : R338 106 – R398 277 per annum (Level 07), plus 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed conditions)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Degree / National Diploma in Human Resources Management and Public Management /Public Administration. At least 2-3 years' recognizable experience in Human Resources Planning, Training and development as well as Performance Management. Knowledge, Skills and Competencies required: - Public Service Act 1994, Public Service Regulations, 1999.Basic conditions of Employment Act, 1997, Skills Development Act 1998, Labour Relations Act, SQA and the NQF. Agreement reached in the bargaining chambers in the public service. Knowledge of Employment Equity. Knowledge of the relevant policies and prescripts applicable to the work environment. Computer literacy, Problem solving, Policy analysis and interpretation, Report writing, Presentation, Advisory, Verbal and written communication skills, Planning, Facilitation, Computer literacy, Supervisory, Conflict management, Project Management and Information Management.

DUTIES : Collect and prepare statistical data in terms of HRD activities, prepare reports and minutes. Provide guidelines and assistance with regard to breach of nursing contracts. Attend meetings and be a secretariat on relevant HRD committee. Implement and supervise the implementation of Performance Management and Development System, induction and in-service training as well as Skills Audit. Develop and implement Workplace Skills Plan, HR Plan and Employment Equity Plan as well as Employment Equity Forums. Co-ordinate and supervise the implementation of Learnership, Bursaries and skills development programmes i.e. nurse trainings and conferences. Exercise delegation of authority, supervision of employees and manage the performance of employees. Advise, train and develop employees. Co-ordinate and supervise the implementation of training interventions and skills development programmes. Co-ordinate and conduct workshops in line with PMDS Policy, Training Policy and Bursaries Policy General. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead subordinates with regard to all aspects of the work and conduct discipline to supervisees. Advise and lead subordinate with regards to all aspects of the work and conduct discipline to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Support the development and participation of mentors, administrate the allocation and management of bursaries. Implement recognition of prior learning and improve qualification. Provide support and advice to supervisors and managers on the administration of Performance Management process during performance reviews. Process performance incentives (Pay Progression, Performance Bonus and Accelerated Grade Progression as well as Grade Progression.

ENQUIRIES : Mr. L.K Mnchunu Tel No: (034) 328 8148

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
CLOSING DATE	:	11 December 2026
POST 43/255	:	**ADMINISTRATION CLERK (SUPERVISOR) REF NO: DPKISMH 30/2026 (X1 POST)** Component: Patient Admin, Porters and Mortuary
SALARY	:	R338 106 per annum (Level 07). Other Benefits:13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
CENTRE	:	Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS	:	Grade 12 Certificate, Computer Literacy and A minimum of 3 years relevant experience. Knowledge, Skills, Training And Competence Required: The ideal candidate must: have *a*pplicable public service policies, legislations and procedures including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Batho Pele, etc Computer Literacy and knowledge of IT equipment operation e.g., including printer, copier, scanner and data-projectors, Information and record management, including collection, collation and dissemination of data/ statistics. Can have the ability to prioritise issues and other work-related matters and adhere to timeframes. Supervisory knowledge and Good organisational skills. Excellent analytical and problem-solving skills. Good written, verbal and non-verbal communication skills. Good report writing skills and presentation skills. Have a high level of reliability and be able to operate independently. A relevant National Diploma (NQF6). Advanced computer knowledge. Unendorsed valid Code B driver's license (Code 08). Experience on Patient Administration. NB: The incumbent of this post will report to the Assistant Director: Patient Administration, Mortuary & Porter Services at Dr Pixley ka Isaka Seme Regional Hospital will be responsible to render 24 hours 7 days a week patient Administration services including public holidays.
DUTIES	:	Supervise and Conduct employee's performance reviews and compile reports. Train, develop and monitor staff including conflict management and enforce discipline. Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards is maintained. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure revenue generation as per fees manual and efficient cash management of state money. Develop, implement and monitor measures aimed at reducing patient waiting times. Ensure Mortuary and Porter Services runs optimally as per the prescripts Maintain effective, efficient and economical utilization of resources allocated to the component.

ENQUIRIES	:	Mr SC Ngubane – Patient Administration Management Tel No: (031) 530 1483
APPLICATIONS	:	Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360
FOR ATTENTION	:	Deputy Director: HRM
NOTE	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. 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. Including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
CLOSING DATE	:	11 December 2026
POST 43/256	:	**STAFF NURSE REF NO: LRH 09/2026 (X3 POSTS)** Re-advertisement Department: Nursing
SALARY	:	Grade 1: R229 440 - R260 520 per annum Grade 2: R272 778 – R310 890 per annum Grade 3: R319 071 – R397 392 per annum Other Benefits: 13th Cheque, (Medical Aid Optional) Plus Housing allowance.
CENTRE	:	Ladysmith Regional Hospital
REQUIREMENTS	:	Senior Certificate (Matric) or equivalent. Enrolled Nursing Certificate. Current Registration with SANC as Enrolled Nurse (2026). Knowledge, Skills, Training and Competencies: All nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as nursing Act, Health Act and scope of practice as a Staff Nurse. Good interpersonal relations, communication skills, basic writing skills, basic interpersonal skills and ability to function and work as part of a team. An understanding of the challenges facing the public health sector. Demonstrate the ability to work as part of a multidisciplinary team. Knowledge of Patient Rights Charter, Batho Pele Principles, Ethical Code of Conduct, basic labour Relations. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
DUTIES	:	Maintain client satisfaction through quality service, innovation and nursing care by upholding the principles of Batho Pele and Patients' Rights and Responsibility. Ensure that infection control and health and safety standards are maintained at all times. Ensure the effective, efficient and economical use of allocated resources. Maintain clinical professional and ethical standards related to these services. Develop establish and maintain constructive working relationship with staff and other stakeholders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adhere to the principles of Bath Pele. Ensure the rendering of nursing care under the direct and indirect supervision of a Registered Nurse as

directed by the Scope of Practice. Maintain accurate records and confidentiality.

ENQUIRIES : Mrs. H.F Buthelezi (Assistant Manager Nursing) Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or Courier or Hand delivery to: The Human Resource Offices, Ladysmith Regional Hospital, Office No 15, 36 Malcom Road, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. 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 communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview. If you have not been contacted within three (3) months after closing date of the advertisement, please accept that your application was unsuccessful. 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. Equity Target: African Male

CLOSING DATE : 11 December 2026

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed.
Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 11 December 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that

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

OTHER POSTS

POST 43/257 : **ROAD WORK FOREMAN (X6 POSTS)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R237 453 per annum (Level 05)
CENTRE : **Ladysmith Region (X3 Posts):**
KZ245 Team 2 (Dundee): Ref No: DOT 235/2026) (X1 Post)
KZ232/233 Team 3 (Estcourt): Ref No: 236/2026) (X1 Post)
KZ235 Team 2 (Estcourt): Ref No: 237/2026) (X1 Post)
Durban Region (X3 Posts):
Zibambele Metro: Ref No: 238/2026 (X2 Posts)
KZ292/293 Team 4 (Stanger): Ref No: 239/2026 (X1 Post)
REQUIREMENTS : NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's

licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDS. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient, have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.

DUTIES : Support road construction and/or maintenance work through, inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of rod markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Co-ordinate the blading program. Exercise control over traffic accommodation.

ENQUIRIES : Ms N Sibiya (Ladysmith Region) Tel No: (034) 312 3017/3942
Ms SA Mthethwa (Durban Region) Tel No: (031) 700 2222

POST 43/258 : **ADMINISTRATIVE CLERK (PRODUCTION): PROCUREMENT & PROVISIONING REF NO: DOT 240/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Cost Centre, Metro: Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of Public Finance Management Act. Knowledge of Asset Management. Knowledge of Loss Control. Knowledge of understanding of Supply Chain Management Procedure Management Policies. Knowledge of relevant practices notes. Knowledge of Hard Cat. Knowledge of LOCO and BAS. Knowledge of Batho Pele principles. Computer literacy. Computerised financial systems and decision-making skills. Good communication skills (both verbal and written). Interpersonal, listening, numeracy skills. Presentation and problem-solving skills. Strong analytical skills. Time management skills. Word processors and spreadsheets skills. The ideal candidate should be honest, reliable, innovative/creative, ability to work under pressure, to work individually and as part of a team and be able to maintain confidentiality, interpersonal relations, trustworthy, loyal, friendly disposition, and efficient responsible.

DUTIES : Render Demand and Acquisition clerical support. Render Asset Management and clerical support. Render logistical support service. Provide SCM administration support in the component.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/259 : **ADMINISTRATIVE CLERK (PRODUCTION): ENQUIRY REF NO: DOT 241/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : MLB Windsor Park, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of National Road Traffic Act 93 of 1996, its legislation and all relevant regulations. Knowledge of Public Finances Management Act 1999. Knowledge of Public Service Act & Regulations 1999 & Treasury Regulations. Knowledge of Labour Relations Act 1995. Knowledge of Basic Conditions of Employment Act 1997. Knowledge of National Road Traffic Information System (eNatis) and its applications.

Knowledge of Departmental vision, objectives, structures, communication channels, reporting procedures and work environment. Knowledge of Public Service Code of Conduct. Knowledge of Good Governance and Batho Pele principles. Knowledge of Access to Information,2000. Knowledge of Road Traffic Act (Act 29 of 189). Knowledge of KZN Road Traffic Act (Act 7 of 1997). Planning and organisation skills. Analytical and innovative thinking skills. Report writing and formulation skills. Interpersonal relationship skills. Problem solving skills. Good human relations skills. Good written and verbal communication skills. Computer literacy skills. The ideal candidate must be honest, reliable, innovative/creative, trustworthiness, loyal, friendly disposition, be efficiently responsible, have the ability to work under pressure, work individually and part of a team and have the ability to maintain confidentiality. He/she must also be commitment to organizational goals, have the ability to comply with performance agreements, service delivery, and value for money, must be able to work in a team, work independently, have an interest in development, be professional, accurate, be able to maintain confidentiality and be punctual.

DUTIES : Perform verification of the documentation submitted for application of the registration and licensing of motor vehicles. Capture all transactions related to the registration and licensing of motor vehicles. Collect and issue receipts for all state revenue received. Handle enquiries related to Registration and Licensing of Motor vehicles.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/260 : **ADMINISTRATIVE CLERK (PRODUCTION): STORES: ADMINISTRATIVE SUPPORT KOKSTAD REF NO: DOT 242/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Admin Support, Kokstad: Pietermaritzburg Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus a valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Basic knowledge of stores duties, procurement procedures, practices as well as the ability to capture data. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Computer literacy – be able to operate a computer and collect statistics. Ability to plan and organize. Good verbal and written communication skills. Ability to work as part of a team as well as independently. The ideal candidate should be committed to organizational goals, objectives/projects and programmes, be flexible and have good interpersonal relations. He/she should also be responsible, punctual, conscientious, receptive to suggestions and ideas, loyal, honest, a team player, accurate, comply with the code of conduct and be neat and tidy.

DUTIES : Control stock in the stores to ensure sufficient stock holdings in accordance with the computerized stores system and Practice Notes requirements. Ensure effective stock record keeping. Dispose of redundant, broken and outdated stores items. Control and maintain Zibambele and Vukuzakhe tools. Guide and support stores assistant.

ENQUIRIES : Ms G Hlabisa Tel No: (033) 392 6600

POST 43/261 : **ADMINISTRATIVE CLERK (PRODUCTION): REGISTRY SERVICES REF NO: DOT 243/2026 (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the registry procedures. Computer skills. Well-developed communication skills both verbal and written. Ability to interpret and apply policy skills. Analytical and interpretation skills. Research skills. Office administration skills. Decision making skills. Planning and organization skills. The ideal candidate should be honest, reliable, innovated/creative, ability to work under pressure, ability to work individually and part of a team, ability to

maintain confidentiality. He/she must have interpersonal relation, trustworthiness, loyal, friendly disposition and efficient responsible.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

ENQUIRIES : Mr N Ndlovu Tel No: (033) 355 8622

POST 43/262 : **HUMAN RESOURCE CLERK (PRODUCTION): MANAGEMENT SUPPORT SERVICES SECTION REF NO: DOT 244/2026**
(Human Resource Administration Directorate)

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of 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. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility and teamwork skills. The ideal candidate should be honest, reliable, an innovative/ creative thinker, Ability to work under pressure, ability to work individually and as part of a team, ability to maintain confidentiality and must have an interpersonal relation.

DUTIES : Render recruitment and selection administration support services. Render personnel administration and conditions of service support services. Process salary related matters and employee debt administration. Process employee exit and pension-related administration. Provide client support and maintain HR Information, records and statistics.

ENQUIRIES : Ms K Hlongwa Tel No: (033) 355 1135

POST 43/263 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 245/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Road Traffic Inspectorate, Eshowe
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Computer literate. Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge Batho Pele Principles. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organization skills. Good verbal and written communication skills. good interpersonal relations skills. The ideal candidates must be able to work as a team, be honest, reliable, innovative, flexible. He/she should have ability to operate office equipment.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component (Liaise with internal and external stakeholders). Provide personnel administration clerical support services within the component. Provide financial administration support services in the components.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/264 : **HUMAN RESOURCE CLERK (PRODUCTION): RECRUITMENT, SELECTION & PLACEMENT SECTION REF NO: DOT 246/2026**
Human Resource Administration Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabazima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus. A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of human resource administration, recruitment and selection processes. Working knowledge of the applicable public-service legislative and regulatory framework. Knowledge of records management, document storage and retrieval procedures. Understanding of registry practices, confidentiality requirements and document control. Knowledge of PERSAL and other relevant human resource information systems. Knowledge

of Departmental HR policies and procedures. Knowledge of compliance with POPIA and confidentiality requirements. Knowledge of Basic Conditions of Employment Act (BCEA). Computer literacy, including Microsoft Word, Excel, Outlook. Planning, organising and time-management skills. Written and verbal communication skills. Customer service and telephone etiquette skills. Data-capturing and record-keeping skills. Interpersonal skills. Problem-solving skills. Attention to detail. Ability to work independently and collaboratively as part of a team. The ideal candidate should be honest, reliable, innovative/creative, have the ability to work under pressure, individually and as part of a team, and the ability to maintain confidentiality. He/she must have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.

DUTIES : Provide general human resource administrative support. Provide clerical support for recruitment and selection processes. Provide information, guidance, assistance and training on Recruitment and Selection related matters to all customers. Compilation of statistics in respect of the advertising and filling of vacant posts.

ENQUIRIES : Mr B Hornsby Tel No: (033) - 355-8920

POST 43/265 : **HUMAN RESOURCE CLERK (PRODUCTION): EXITS SECTION REF NO: DOT 247/2026**
Human Resource Administration Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Good knowledge of applicable legislation, policies, prescripts and practices such as the Public Service Act, GEP Law and Fund rules. Working knowledge of PERSAL. Computer literacy. Knowledge of channels of communication. Ability to organise, make decisions and solve problems. Ability to interpret and apply directives. Ability to prioritise work. Ability to work under pressure and independently. Good communication skills (written and verbal). Good telephone etiquette. Good interpersonal relations skills. The ideal candidate should be loyal, trustworthy, should have integrity, be honest, responsible and accountable. He/she should also be an innovative thinker, conscientious, punctual, have a pleasant disposition, be positive and have the ability to work in a team.

DUTIES : Process all the functions of the Exits Section. Process and finalise pension documentation to GPAA. Investigate and give feedback regarding all Exits Section queries. Provide information and guidance regarding all Exits matters to all customers. Maintain statistics in respect of Exits matters.

ENQUIRIES : Ms N Mnyekwa Tel No: (033) 355 8947

POST 43/266 : **ARTISAN PRODUCTION GRADE A (MECHANICAL) REF NO: DOT 248/2026 (X2 POSTS)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : Grade A: R253 341 per annum, (dependent on experience), (OSD)
CENTRE : Durban Region
Mechanical (Metro)
REQUIREMENTS : (No experience required) An appropriate Trade Test Certificate in a Building Related Field; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES : Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with materials and equipment according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test

repaired equipment and plant against specifications. Service equipment and plant 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 and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.

ENQUIRIES : Mr SS Shabalala (Durban Region) Tel No: (031) 700 2222

POST 43/267 : **ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES REF NO: DOT 249/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Cost Centre, Metro: Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job knowledge. Knowledge of legislation, policies, procedures pertaining to the Public Sector. Knowledge of the service delivery program – MDWT. Computer literacy. Knowledge of registry/archive policies and procedures. Knowledge of departmental reporting structure. Sound knowledge of legislation relating to Records Management. Accurate and correct collection and distribution of information and correspondence. Ability to interpret legislation/policies skills. Interpersonal relations skills. Ability to learn, understand and apply skills. Ability to work in a team. Planning and organizing skills. Problem solving skills. Communication skills (both verbal and written). The ideal candidate should be loyal, trustworthy, should have integrity, be honest, responsible and accountable. He/she should also be an innovative thinker, conscientious, punctual, comply with code of conduct, teamwork and must be neat and tidy.
DUTIES : The classification, control, custody and care of files in order to maintain. The control, receipt, description and flow of incoming and outgoing mail. Efficient and effective maintenance and control of adhesive and disposal of old records. The requisition, receiving and issuing of stationery and office supplies. Render an effective and efficient faxing and typing service.
ENQUIRIES : Ms F Nenga Tel No: (031) 469 8900

POST 43/268 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 250/2026**
Road Traffic Inspectorate, Winklespruit

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of Public Service Regulations. Knowledge of Road Traffic Act 93 of 1996. Knowledge of Public Finance Management Act. Knowledge of Provincial Treasury Practice Notes. Knowledge of National Traffic Information System (eNatis). Knowledge of Road Traffic Legislation. Knowledge of Traffic and Licensing Procedures. Knowledge of Good Governance principles. Knowledge of Administrative Principles/Procedures. Knowledge of Basic Accounting System. Knowledge of Batho Pele Principles. Computer literacy. Decision-making skills. Analytical skills. Numeracy skills. Time Management skills. Problem-solving skills. Communication skills. Teamwork skills. The ideal candidates must be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual. He/she should have ability to operate office equipment. He/she must have the ability to capture accurate data to work under pressure and the ability to handle cash and other methods of payments.
DUTIES : Provide effective and efficient customer care service. Process all eNatis transactions accurately and efficiently. Process all eNatis transactions accurately and efficiently. Render financial administration support services. Handle enquiries and provide the relevant responses/solutions.
ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/269 : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATIVE SUPPORT UTRECHT) REF NO: DOT 251/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Ladysmith Region:
Cost Centre, Newcastle
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: 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. Computer skills. Planning and organisation skills. Language skills. Good verbal and written Communication skills. Interpersonal relations skills. Flexibility skills. The ideal candidate must be honest, reliable, innovative/creative, trustworthy, loyalty, friendly, responsible. He/she should have ability to work under pressure, work individually and as part of a team and the ability to maintain confidentiality.
DUTIES : Render General Administrative Support Services. Provide Records and Information Management Support. Provide Personnel Administration Support. Provide Logistical and Office Support Services. Provide Client Liaison and Compliance Support.
ENQUIRIES : Ms T Nkosi Tel No: (036) 638 4400

POST 43/270 : **ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES (ESHOWE) REF NO: DOT 252/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Empangeni Region
Cost Centre, Eshowe
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Well-developed communication skills, both verbal and written. Ability to interpret and apply policy. Analytical and interpretation skills. Research skills. Office administration skills. Decision making skills. Planning and organizing skills. The ideal candidate must be honest, reliable, innovative, creative, trustworthy, loyal, friendly, responsible and able to work independently and in a team. He/she must be able to work under pressure, maintain confidentiality and have interpersonal relations skills.
DUTIES : Render clerical office services. Provide Supply Chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
ENQUIRIES : Ms CS Sibiya Tel No: (035) 474 2031

POST 43/271 : **ADMINISTRATIVE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO: DOT 253/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Regional Office, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Batho Pele principles. PERSAL. Microsoft Package. Filing system and National Archives Act 43 of 1996. Record management and registry procedure. HRM duties and related fields. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility skills. Teamwork. Ability to maintain a strict level of confidentiality. The ideal candidate should be honest, reliable, innovative/creative, ability to work individually and as part of a team, be able to maintain confidentiality, be able to work under pressure,

interpersonal relations, trustworthiness, loyalty, be friendly disposition and efficient responsible.

DUTIES : Render human resource administration practices. Provide personnel administration clerical support services within the component. Handle routine human resource administration enquiries. Provide financial administration support services in the component.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/272 : **ADMINISTRATIVE CLERK (PRODUCTION): REVENUE CONTROL REF NO: DOT 254/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of applicable legislation, policy prescripts and practices such as the Public Finance Management Act (Act 1 of 1999). Knowledge of the Roaf Traffic Management Corporation Act (Act 20 of 1999). Knowledge of National Road Traffic Act, 1996 (Act No 93 of 1996). and relevant treasury regulations. Knowledge of eNaTIS relating to appropriate revenue/audit functions. Ability to interpret and apply policy. Problem solving skills. Good verbal and written communication skills. Computer Literacy. The ideal candidate must be able to work independently, able to work under pressure, must be honest, reliable, willing to work as a team, diligence and organization skills and dedication.

DUTIES : Reconciliation of Provincial revenue on a daily and monthly basis. Reconciliation of RTMC levies on a daily and monthly basis for the province, for the purpose of the monthly pay-over to the Road Traffic Management Corporation. Verify and update deposit slips from all Registering Authorities in KZN Province, in respect of revenue banked on daily basis. Verify and update EFT payments received from the SA Post Office in respect of revenue banked on daily basis. Correspond verbally and in writing with all Registering Authorities in KZN Province in respect of revenue collection discrepancies and outstanding documents.

ENQUIRIES : Ms Q Dlamini Tel No: (033) 395 1872

POST 43/273 : **FINANCIAL CLERK (PRODUCTION): FINANCIAL MANAGEMENT REF NO: DOT 255/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : MLB, Windsor Park: Durban Region

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job Knowledge. Basic knowledge of financial functions, practices as well as data capture, operate a computer and collect statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manuals. Knowledge of basic financial operating systems (PERSAL, BAS LOGIS etc). Communication skills. Interpersonal relations skills. Flexibility skills, teamwork skills. Accuracy skills, aptitude figures skills, computer operating skills. Planning and organization skills. Language skills, good verbal and written communication skills. Basina numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Ability to interpret, research skills. Formulating and editing skills. Analytical and thinking skills. Report writing and formulation skills. Workshop presentation and facilitation skills. Problem solving skills. The ideal candidate should be honest, reliable, innovative/creative. Should have ability to work under pressure, ability to work individually and as part of a team, be able to maintain confidentiality. Should have interpersonal relations, be trustworthy, loyal, be courteous, efficient and responsible.

DUTIES : Assess debt-linking queries from external customers and compile waiver/write-off documentation for approval. Examine refund applications from Registering Authorities in KwaZulu Natal and prepare the required NRTA documentation to facilitate customer payments. Perform booking support services and monitor outstanding debt by resolving pending items to ensure accurate debt reconciliation. Render budget support services by investigating and verifying debt-removal applications, preparing documentation for approval and processing fee removals where applicable.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/274 : **SECURITY OFFICER (X2 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 256/2026
Road Traffic Inspectorate, Rossburgh Ref No: DOT 257/2026
REQUIREMENTS : Basic security Officer's Course. Basic Education and Training (NQF level 3). Knowledge, Skills and Competencies Required: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of Protection of Information Act. Knowledge of NISA and MIS. Knowledge of prescribed security procedures and authority of security officers under these documents. Knowledge of the relevant emergency procedures. Good verbal and written communication skills. Planning or organisation skills. The ideal candidates must Be creative, logical and analytical thinkers; demonstrate responsibility and self-control; work effectively under pressure and as part of a team; listen and comprehend instructions; and respond timeously.
DUTIES : Perform access control. Ensure safety in the building and the premises. Ensure that equipment, documents and stores received or existing premises are authorized. Ensure that all incidents are recorded in occurrence book\registers. Operate control room security equipment.
ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/275 : **ROAD WORKER (X13 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : **Ladysmith Region (X1 Post):**
Cost Centre, Newcastle
Betterment Team Utrecht: Ref No: DOT 258/2026 (X1 Post)
Empangeni Region (X2 Posts):
Cost Centre, Eshowe
Blacktop Team Melmoth: Ref No: DOT 259/2026 (X2 Posts)
Pietermaritzburg Region (X5 Posts):
Cost Centre, Pietermaritzburg:
Betterment Team New Hanover: Ref No: DOT 260/2026 (X1 Post)
Blacktop Team New Hanover: Ref No: DOT 261/2026 (X2 Posts)
Blacktop Team Taylors Halt: Ref No: DOT 262/2026 (X2 Posts)
Durban Region (X5 Posts):
Cost Centre, Metro:
Concrete Team Umbumbulu Ref No: DOT 263/2026 (X2 Posts)
Cost Centre, Port Shepstone:
Blacktop Team Harding: Ref No: DOT 264/2026 (X1 Post)
Cost Centre, Stanger:
Signs Team Maphumulo Ref No: DOT 265/2026 (X1 Post)
Drainage Team Maphumulo Ref No: DOT 266/2026 (X1 Post)
REQUIREMENTS : Minimum NQF Level 1 or 2 (AET level 2 certificate or equivalent). Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising skills. Good verbal and written communication skills.
DUTIES : Perform routine activities in respect of road maintenance and/or construction through inter alia the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road markings and studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Brush clearing and grass cutting.
ENQUIRIES : Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Mthethwa (Durban) Tel No: (031) 700 2222
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) -392 6600

POST 43/276 : **CLEANER (X3 POSTS)**

SALARY : R144 024 per annum (Level 02)
CENTRE : **Durban Region (X1 Post):**

Auxiliary Services: Cost Centre Port Shepstone: Ref No: DOT 267/2026 (X1 Post)

Ladysmith Region (X2 Posts):

Auxiliary Services: Cost Centre Estcourt: Ref No: DOT 268/2026 (X1 Post)

RTI Ladysmith: Ref No: DOT 269/2026 (X1 Post)

REQUIREMENTS : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.

DUTIES : Preparing, serving tea & washing up after tea breaks. Vacuum / sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe / dust walls & surfaces, empty rubbish bins. Polish floors.

ENQUIRIES : Ms SA Mthethwa (Durban) Tel No: (031)700 2222

Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400