

**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: -via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 07 March 2025
- 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 will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. 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. Persons with disabilities are also encouraged to apply.

OTHER POSTS

- POST 06/42** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF. NO: CSL12/2025**
- SALARY** : R552 081 per annum (level 10)
- CENTRE** : Pinetown
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and 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** : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and 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** : Durban West District – Ms. F Buthelezi, Tel No. 082 410 6835
- POST 06/43** : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF. NO: CSL13/2025**
- SALARY** : R552 081 per annum (level 10)
- CENTRE** : Mbonambi / Empangeni
- REQUIREMENTS** : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and 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 : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthening 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 : King Cetshwayo District – Mr. N.M Nyawo, Tel No. 035 – 580 1119

POST 06/44 : **DRIVER REF. NO: CSL14/2025**

SALARY : R183 279 per annum (level 4)

CENTRE : Pietermaritzburg

REQUIREMENTS : Matric and a valid driver's licence (Code C1 with valid PDP), coupled with a minimum of 3 years' driving experience since obtaining the relevant driver's license. 1 year work experience as a driver. Applicants must be prepared to work extended and irregular working hours. Applicants who were previously employed as a driver by reputable employers and with clear and traceable references will be given an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handled.

ENQUIRIES : Mr. V.V Khumalo, Tel No. 035 – 3419348

KWA-ZULU NATAL DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference

OTHER POSTS

POST 06/45 : **CLINICAL NURSE PRACTITIONER JOLIVET CLINIC (CTK 01/25) REF: JOLIVET CLINIC CTK 08/2024 (1 POST)**
Branch: Human Resources

SALARY : Grade 1: R451 533 - R530 376.per annum

Grade 2: R553 545 - R686 211.per annum

CENTRE : Christ The King Hospital

REQUIREMENTS : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as General Nurse and Primary Health Care/ Advance Midwife plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care/Advanced Midwife plus. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Current and previous verification of employment endorsed by HR, not certificate of service. Knowledge, Skills Training and Competencies Required, Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control

standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: MISS K.G Letsoalo Tel No. (039) 834 7500 – Ext No. 7539.
 : Applications may be forwarded to: Assistant Director - HRM, Private bag X542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. 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. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za and Njabulo.dlamini2@kznhealth.gov.za and Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources, Tel no: 039 834 7500
 : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only 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. CTK 11/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. 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.

CLOSING DATE

: 28 February 2025

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

APPLICATIONS

: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower Attention: MR S Nguza "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

**CLOSING DATE
NOTE**

: 28 February 2025
 : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview

following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

OTHER POSTS

POST 06/46 : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT: BAS SYSTEM CONTROLLER; REFE NO. G01/2025**

SALARY : R444.036.per annum (Level 9)

CENTRE : KZN

REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent coupled with a minimum three (3) year's work experience on BAS, PLUS Advanced computer literacy in particular Excel. PLUS Knowledge of PFMA, Treasury regulations and guidelines, Standard Chart of Accounts, Government financial systems, Principles and practice of accounting and auditing, government accounting standards (GRAP), Persal and Logis, Plus Experience in BAS Systems Controller will be an added advantage, A valid drivers' License. Recommendations: Experience In BAS Systems Controller Will Be an Added Advantage. Knowledge, Skills, Training And Competencies Required:- Must have extensive working knowledge of BAS (Basic Accounting System), across variety of functionalities, Must have a good understanding of the BAS platform – in terms of parameters, combination codes, security settings, transaction processing rules, Interface linking's, and code structures, Must have a good understanding of the BACS (biometrics access controls), Must have the ability to work in an autonomous environment – with limited supervising, Must be well disciplined and be able to time manage and priorities tasks and adhere to timeframes, Must have an in-depth knowledge of the diverse nature of the Department's organisational structure, coupled with a good understanding of the IT infrastructure relating to BAS and BACS, Knowledge of a variety of work ranges and procedures such as finance and human resource matters, Sound understanding of the Departmental organogram and programme structures, Good working knowledge of BAS, LOGIS, SCOA and CSD. Basic SCM and Persal understanding, Understanding of cash blocking, suspense accounts, and general budget matters, including insight into the various conditional grants, Good communication skills, analytical thinking, planning and organising, problem solving, research, facilitation, strategic planning, advanced computer skills, policy formulation, financial management, change/diversity management, Adaptability during changes to meet goals, Flexibility and availability to work extended hours.

DUTIES : To perform the main roles of the BAS System Controller, Workflow and workgroup management, password resets, user function access, user profile management, BAS printer maintenance, system overtime bookings, Provide ongoing user support – assisting with functional queries, attend to all BAS and BACS troubleshooting, manage and follow through all call logs with Provincial- and National Treasury, See to all logistics in respect of biometric enrolments, smart card issues with Provincial Treasury, monthly/annual book closure processes, clearing of certain suspense accounts, overseeing certain BAS exceptions (reports, analysis and communication to relevant stakeholders), entity management and CSD uploads to BAS, Provide support to Budget Control – with regard to SCOA coding, BAS combination linking, reports and any ad hoc analytical requirements, Provide reports for audit requirements/management and other relevant stakeholders, Communicate any change controls/system enhancements/policy or BAS environment changes, Ensure rollout of codes tables and client files as and when released by National Treasury, Facilitate BAS training where necessary, partake in all Auditor General auditing requirements, Perform annual user account audits, Provide input to the quarterly "System Controllers" audit, Partake in scheduled disaster recovery testing.

ENQUIRIES : MRS NP Nzuza Tel No: 033 395 2966