



**DIRECTORATE:**

Human Resource Services

Enquiries: Mr A.B. Zwane

Date: 2020/07/13

Private Bag X9137, Pietermaritzburg, 3200

Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5127 Email: Bafana.Zwane@kzndoe.gov.za

**Enquiries: Mr A.B. Zwane**

**Reference 4/1/2**

**Date: 13 July 2020**

**TO: Deputy Director Generals  
Chief Directors  
Directors  
CES: Circuit Management  
Circuit Managers  
Heads of Sections  
Principals of all Schools**

**HRM VACANCY CIRCULAR NO.40 OF 2020**

**1. INTRODUCTION**

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 and in this regard it is important to note that the Public Service is an Equal Opportunity, Affirmative Action Employer.
- 1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular must be notified, even if they are absent from their normal places of work.

**2. DIRECTIVE TO APPLICANTS**

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Originally certified copies of qualifications, Drivers license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **04 September 2020**, unless otherwise stated.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
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- 2.2 Applicants must indicate the reference number of the vacancy in their Z83 application forms.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Faxed and e-mailed copies of applications will not be considered.
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably.

  
**DR E.V. NZAMA**  
**HEAD OF DEPARTMENT: EDUCATION**

DATE: 23/07/2020



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- CENTRE:** **DOE/75/2020: PINETOWN DISTRICT**  
**DOE/76/2020: UMGUNGUNDLOVU DISTRICT**  
**DOE/77/2020: UMKHANYAKUDE DISTRICT**
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree /Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Employee Relations, Performance Management and HRD.
- COMPETENCIES:** Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.
- DUTIES:** Manage the Employee Performance Management System in the District. Manage the provision of Human Resource Planning and Non Educator Human Resource Development Services. Control the activities relating to Educator Human Resource Development. Manage processes relating to Employee Relations Services. Oversee Human Resource Co-ordination Services. Manage Employee Assistance Programme. Supervision of staff in the sub-directorate. Manage the resources of the component. Manage staff performance in the sub- directorate.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: AUXILIARY SERVICES
- CENTRE:** DOE/78/2020: UGU DISTRICT  
DOE79/2020: UMGUNGUNDLOVU DISTRICT  
DOE/80/2020: HARRY GWALA DISTRICT  
DOE81/2020 : ZULULAND DISTRICT  
DOE82/2020: KING CETSHWAYO DISTRICT  
DOE83/2020: UMZINYATHI DISTRICT  
DOE/84/2020: UTHUKELA DISTRICT
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Management or equivalent qualification with 3-5 years managerial experience in the auxiliary services environment. Computer literacy, valid driver's license. A practical extensive experience in Administration
- COMPETENCIES:** Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Numeracy skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.
- DUTIES:** Manage the budgeting and expenditure control support services for the District Office. Oversee the communicative linkage between the District and Head Office on human resource and finance related matters. Oversee the provision of office services in respect of Registry, Telecommunications, Security, Cleaning and gardening. Oversee the asset management services in respect of logistics, Disposals and contract management. To render transport Services: (Provision of transport. Provision of vehicle support. Control transport related returns. Co-ordinate losses, thefts, claims and accidents. Facilitate disposal of vehicles). Manage the resources of the Sub directorate



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION
- DIRECTORATE:** EXAMINATION ADMINISTRATION
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO.** DOE85/2020:
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma Information Technology (IT), Information Systems or equivalent qualification coupled with eight years relevant experience of which 3-5 years must be in a middle management experience in business application or systems analysis. Experience in the management of the Integrated Examination Computer Systems (IECS). Understanding of policies to conduct National Examinations and Umalusi directives. Knowledge of Certification in the South African context. Knowledge of the financial management, risk management and project management. Computer literacy, valid driver's license.
- COMPETENCIES:** Knowledge of Constitution of South Africa, Public Service Acts and Regulations. South African Schools Act, Regulations on the conduct of examinations, Umalusi Guidelines, PFMA, Human Resource Matters, Training and Development, Planning and organising, Departmental Strategic objectives, Team building, Conflict resolution, Research, Financial and Management Reporting. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. The capability to deal with classified information.
- DUTIES:** Manage the development and maintenance of the integrated Examination System (IECS). Manage the registration candidates. Manage capturing of marks. Interact with the State Information Technology Agency (SITA) & Umalusi and other Examination Bodies, Provinces, IEB, SACCAI and IGC. Manage user access on the (IECS). Manage training and mentoring of staff on (IECS). Manage Finances and Logistical Resources within the unit. Manage Human Resources.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: TRAINING
- DIRECTORATE:** HR CAPACITY DEVELOPMENT
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO:** DOE/86/2020
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in the field of Public Administration/Human Resources with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Human Resource Development .
- COMPETENCIES:** Knowledge of the Public Service Act, Public Service Regulations and all other relevant prescripts. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or procedures, Needs and priorities of stakeholders. Managerial functions. Skills: Analytical thinking, Planning and Organising. Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Financial Management. Change/Diversity Management. Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Reporting.
- DUTIES:** Manage the provision of training services for public services employees. Manage the co-ordination process for the provision of short courses and skills programmes. Manage the conducting of research and development of training manual on identified courses and skill programmes. Oversee the conducting of in-house training. (induction Course, Service Excellence etc.) Monitor the co-odination of in-service training in the Department. Manage the resources of the component.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: CHANGE MANAGEMENT
- DIRECTORATE:** ORGANISATIONAL DEVELOPMENT
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO:** DOE/87/2020
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Organisation and Work-study /Production Management/Change Management coupled with 3-5 years management experience. Practical extensive experience in Organisational Development. Experience/Expertise in Change Management in large organisations. Computer literacy, valid driver's license.
- COMPETENCIES:** Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting. Advanced report writing. Presentation skills.
- DUTIES:** Oversee the development and implementation of Change Management Policy and Guidelines. Manage the conduction of environmental assessment/analysis of the component. Manage the development and Implementation of Change and Diversity Management strategies. Manage the resources of the component.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: FACILITIES MANAGEMENT
- DIRECTORATE:** FACILITIES MANAGEMENT & AUXILIARY SERVICES
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO:** DOE88/2020
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/Property Management, Real Estate/Quantity Surveyor or equivalent qualification with 3-5 years management experience in administration. Computer literacy, valid driver's license.
- COMPETENCIES:** Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.
- DUTIES:** Manage the renting/letting of educational facilities including official houses. Maintain database of all departmental buildings. Maintain all documentation (contracts) of all state properties lease and owned. Manage the occupancy of state houses. Liaise with Department of Public Works. Attend ROPAC Meetings. Constantly update and keep record of contracts. Manage and maintain renewal of contract. Oversee the maintenance of a record section 14 contract. Manage illegal occupation and cleaning of education site and liaise with municipalities. Manage the cleaning of education site and liaise with municipalities. Liaise with municipality on issues around basic services e.g. rate, light, water and sanitation. Attend site meetings with the service providers. Coordinate structural maintenance of departmental buildings and lease agreements. Manage resource of the component





## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** **DEPUTY DIRECTOR: AUXILIARY SERVICES**
- DIRECTORATE:** **FACILITIES MANAGEMENT & AUXILIARY SERVICES**
- CENTRE:** **PIETERMARITZBURG, HEAD OFFICE**
- REFERENCE NO:** **DOE/89/2020**
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years management experience in the auxiliary services environment Computer literacy. Valid Drivers licence
- COMPETENCIES:** Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES:** Monitor policies for Parking, Smoking.Telephone and Fleet Management and review policies. Draft Service Level Agreements for provision of cleaning, security, gardening, sanitation & Hygiene services, photocopier and telecom services. Manage and monitor the provision of official transport. Provide KZN vehicles to various offices. Monitor adherence to Fleet Management Policies. Manage and render office support services. Manage and monitor telecommunication and reception at Head Office buildings. Manage and monitor payment of private calls at Head Office Buidlings. Manage and monitor duplication services at Head Office buildings. Provide and monitor security, cleaning, gardening and sanitation & hygiene services at Head Office buidlings. Manage and monitor payment of all domestic accounts at Head Office. Monitor budget for payment of domestic accounts and provision of services e.g. security, cleaning, gardening, sanitation & hygiene, photocopier and telecom services. Develop, train and monitor performance of personnel. Manage the resource of the component (human resource, finance, physical etc.) Manage peformance of employees, train and develop staff.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY
- DIRECTORATE:** FACILITIES MANAGEMENT & AUXILIARY SERVICES
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO.:** DOE/90/2020: HEAD OFFICE
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Environmental Science or equivalent qualification with 3-5 years management experience in Occupational Health and Safety environment. Valid Drivers licence.
- COMPETENCIES:** Knowledge of OHS Act, Fleet Management, RSA Constitution, PSA, PSRLRA, PFMA, EPMDs, BCSA, Intergovernmental Relations, Framework Act, Project Management, SCM Practices and procedures and Treasury Regulations. Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.
- DUTIES:** Oversee the development and implementation of OHS prescripts. Workshop policy to all stakeholders. Ensure the various OHS Committees are in place. Arrange training for OHS representatives. Manage the identification of hazards and risks. Conduct inspection of buildings, identify possible hazards and risks, and take preventative measures. Ensure all OHS equipment's are functional and serviced regularly. Manage and monitor the implementation of OHS in the department. Conduct in loco inspector on site. Accompany an inspector on site. Participate in any internal/external OHS audit. Managing and monitoring administering of incidents. Manage the resource of the component.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- POST:** DEPUTY DIRECTOR: COMMUNICATION AND PUBLICATIONS
- DIRECTORATE:** COMMUNICATION AND PUBLICATIONS
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO:** DOE/91/2020: HEAD OFFICE
- SALARY:** R733 257 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Communication/Marketing/Public Relations or equivalent qualification with 3-5 years managerial experience in the Communication and Publications environment. Computer literacy, valid driver's license.
- COMPETENCIES:** Knowledge of the Public Service Act, Public Service Regulations, PFMA Act and all other relevant prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills.
- DUTIES:** Ability to manage Audio Visual Media. Ability to conduct communications research, review data and trends. Extensive knowledge on corporate communication and marketing. Extensive knowledge on website management and design. Extensive experience and ability to maintain caucus and individual members social media presence and use social media and any other new media efforts to effectively communicate the caucus and individual members messages.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**POST: ASSISTANT DIRECTOR: GENDER EQUITY**

**DIRECTORATE: PUBLIC PARTICIPATION & COMMUNITY LIAISON**

**CENTRE: PIETERMARITZBURG, HEAD OFFICE**

**REFERENCE NO: DOE/92/2020**

**SALARY: R376 596 P.A. (SALARY LEVEL 9)**

**REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be attending monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers licence

**COMPETENCIES:** Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management, Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills.

**DUTIES:** Oversee and monitor the addressing of imbalances of targeted groups, including gender, youth and disability. Manage the conduction of sexual harassment, racial issues etc. Provide support on the conduction of workshops w.r.t. gender equity matters. Oversee District Offices with respect to. Public Participation & Community Liaison.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**POST: ASSISTANT DIRECTOR: SPECIAL PROJECTS**

**DIRECTORATE: PUBLIC PARTICIPATION & COMMUNITY LIAISON**

**CENTRE: PIETERMARITZBURG, HEAD OFFICE**

**REFERENCE NO: DOE/93/2020**

**SALARY: R376 596 P.A. (SALARY LEVEL 9)**

**REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be expected to attend to monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers licence.

**COMPETENCIES:** Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management, Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills. .

**DUTIES:** Co-ordinate projects on poverty alleviation, skills development, etc. Oversee the administration of non-employee bursary awarding to deserving needy students. Co-ordinate investigations on drug abuse, abnormal (mischievous) and unrest behaviour at schools. Manage data base of Partners (Donors) for reporting of undertaken special projects. Promote the achievement of objectives of undertaken special projects. Promote the achievement of objectives prioritized by the MEC.



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**PLEASE NOTE THAT THE FOLLOWING POST IS BEING RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO RE-APPLY.**

- POST:** ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING
- DIRECTORATE:** HUMAN RESOURCE SERVICES
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- SALARY:** R376 596 P.A. (SALARY LEVEL 09)
- REFERENCE NO.:** DOE/94/2020
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Human Resource with 3-5 years supervisory experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint).
- COMPETENCIES:** Knowledge of Administration procedures, Public Services Regulations, Public Service Act, Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, reporting, relationship management, Public finance Management act (PFMA). Skills: Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, financial Management, Project Management, Ability to work independently, report writing.
- DUTIES:** Manage the handling of matters pertaining to Service conditions, the recruitment and selection process of head office based personnel, SMS Members and Office Based Educators and other HR matters for Head Office based Personnel. Manage the evaluation of qualifications. Prepare reports to Deputy Director. Assist the Deputy Director to prepare responses to Parliamentary Committees such as Education Portfolio Committee. Assist the Deputy Director to prepare responses to the Auditor General, Public Protector, Human Rights Commission, Public Service Commission and other Oversight Structures. Manage the Resources of the Sub-Directorate



## KWAZULU-NATAL PROVINCE

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REPUBLIC OF SOUTH AFRICA

PLEASE NOTE THAT THE FOLLOWING POST IS BEING RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO RE-APPLY.

**POST:** SENIOR LEGAL ADMINISTRATION OFFICER

**DIRECTORATE:** LEGAL SERVICES

**CENTRE:** PIETERMARITZBURG, HEAD OFFICE

**REFERENCE NO:** DOE/95/2020

**SALARY:** R473 820 P.A.

**REQUIREMENTS:** The Applicant must be in possession of an LLB a recognized Law Degree coupled with eight (8) years appropriate post qualification experience. Admission as an Attorney /Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage.

**COMPETENCIES:** The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies/ legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms Word, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

**DUTIES:** The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State ,Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, Providing general legal support to the Department to ensure that the goals of the Department are achieved.

GROWING KWAZULU-NATAL TOGETHER



## **KWAZULU-NATAL PROVINCE**

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### **APPLICATIONS FOR DISTRICTS OFFICES POSTS**

**The envelope containing application documents must clearly marked for the attention of the relevant person and forwarded to the addresses listed below:**

**Harry Gwala District**

Private Bag X3560  
Kokstad  
4700  
Attention: Mr S. Zimema

**UMkhanyakude District**

Private Bag X567  
Mkuze  
3965  
Attention: Mrs. F.N.R. Dumisa

**Pinetown District**

Private Bag X9001  
Pinetown  
3600  
Attention: Ms. N.C. Luthuli

**King Cetshwayo District**

Private Bag X20104  
Empangeni  
3880  
Attention: Mr. T.A. Mthembu

**Uthukela District**

Private Bag X10041  
Ladysmith  
3370  
Attention: Mr S.A. Zulu

**UMgungundlovu District**

Private Bag X9136  
Pietermaritzburg  
3200  
Attention: Ms. P.N. Mjwara

**Zululand District**

Private Bag X59  
Ulundi  
3838  
Attention: Ms. S.T Luthuli

**UGu District**

Private Bag X860  
Port Shepstone  
4240  
Attention: Mr. J. Govender

**Umzinyathi District**

Private Bag X2001  
Dundee  
3000  
Attention: Ms S.P Mkhize

**NOTE: APPLICATIONS MAY ALSO BE HAND DELIVERED TO THE RELEVANT DISTRICT OFFICE**





## KWAZULU-NATAL PROVINCE

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PLEASE NOTE: ENQUIRIES FOR HEAD OFFICE POSTS IS MR A.B. ZWANE  
CONTACT NUMBER: 033-846 5127

**NB: Enquiries for District Offices posts to be made to the relevant person on the list below:**

DISTRICT	CONTACT PERSON	CONTACT NUMBER
KING CETSHWAYO DISTRICT	DR D.S. CHONCO	035 901 1303
HARRY GWALA DISTRICT	MRS Z.C. ZAKUZA-NJAKAZI	039 797 3703
UGU DISTRICT	MR W.M. SIBIYA	039 688 8606
UMZINYATHI DISTRICT	MR S.W. KESWA	034 219 2703
UMGUNGUNDLOVU DISTRICT	MR S MABINZA	033 341 6403
UMKHANYAKUDE DISTRICT	MR T.J. MOTH A	035 573 9601
ZULULAND DISTRICT	MR P.D. NDLOVU	034 989 9885
PINETOWN DISTRICT	MS P.K. HADEBE	031 716 2708
UTHUKELA DISTRICT	Ms M.E.MOKOENA	036-6385264

*Preference will be given to persons from designated groups including persons with disabilities.*

**THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU-NATAL IS AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER.**

**Closing date for applications is 04 September 2020**

**APPLICATIONS FOR HEAD OFFICE:** Applications should be sent by post for the **attention of: Mr. P.B.V. Ngidi**  
**The Directorate: Human Resource Services**, KwaZulu-Natal Department of Education, Private Bag X9137,  
Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz  
Street, Pietermaritzburg, 3201.

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## **KWAZULU-NATAL PROVINCE**

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**Please note:** Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

**NOTE:** • The filling of the posts will be done in terms of the Department's approved Employment Equity Plan • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

### **3. GRIEVANCES AND DISPUTES**

3.1 Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. C.N Ngcobo at:

**Postal Address: Private Bag X9137  
Pietermaritzburg  
3200**

**Postal Address: Physical Address: 228 Pietermaritz Street  
Pietermaritzburg  
3200**

**Telephone No.: 033-846 5402**

**Fax No.: 0864840680**

**Email Address: Charles.ngcobo@kzndoe.gov.za**