



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 846 5533. Email: Terencekzndoe1@gmail.com

Human Resource Services  
Enquiries: Mr K Naidoo  
Date 23 August 2022

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

### HRM VACANCY CIRCULAR NO 33 OF 2022

#### 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 Kindly note that the following are the posts advertised under this circular:
- **Director: Infrastructure Delivery Management**
  - **Director: Infrastructure Planning and Property Management.**
  - **Chief Engineer (Civil/Structural): Infrastructure Planning.**
  - **Administrative Officer Infrastructure Property Management.**
  - **Administration Clerk: Infrastructure Planning and Delivery.**
  - **Deputy Director: Auxiliary Services: Ugu District.**
  - **Assistant Director: Accounting Control Services: Ugu District.**
  - **Assistant Director: Employee Relations: Ugu District.**
  - **Assistant Director: Human Resource Service Conditions. Ugu District.**

#### 2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Closing date for this circular is **23 September 2022** unless otherwise stated.



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- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.
- 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 Shortlisted candidates will be required to submit a certified copy of their **ID document**, a **valid driver's licence** (if specified as a job requirements), as well as the highest **relevant educational qualifications**, on or before the day of the interview. Applicants who possess (a) foreign **qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualification Authority (**SAQA**)
- 2.6 E-mailed copies of applications will not be considered.
- 2.7 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.
- 2.8 Applications that do not comply with the above instructions shall be disqualified.
- 2.9 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g. Disabled, woman and youth)

MR G.N NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 29/8/22



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**NOTE:** The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /sms-pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

<b>POST:</b>	<b>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT</b>
<b>BRANCH:</b>	<b>INSTITUTIONAL DEVELOPMENT SUPPORT</b>
<b>DIRECTORATE:</b>	<b>INFRASTRUCTURE DELIVERY MANAGEMENT</b>
<b>CENTRE:</b>	<b>PIETERMARITZBURG, HEAD OFFICE</b>
<b>REFERENCE NO.:</b>	<b>DOE/14/2022</b>
<b>NOTCH:</b>	<b>R1 073 187 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).</b>
<b>REQUIREMENTS:</b>	An appropriate undergraduate qualification (NQF Level 7) in Built Environment coupled with a minimum of five (5) years' experience at a middle managerial level. Proof of registration with relevant Professional Council/Board. Valid Drivers' Licence. Computer literate.
<b>COMPETENCIES:</b>	Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing with infrastructure financial compliance and auditing. Experience in major programme and project management.



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Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

### **DUTIES:**

To manage the delivery of the total Infrastructure Programme related to Capex, minor capital and maintenance projects through interaction with Districts and Schools. Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial management for all infrastructure programmes and projects. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Prepare Infrastructure Programme Management Plans and Construction Procurement Strategies. Manage construction procurement, Implementing Agents and contracts. Plan and manage maintenance at schools. Manage budgets. Manage people.

### **ENQUIRIES:**

**Mr K. Naidoo (Telephone No. 033 846 5533)**

### **POST:**

**DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT**

### **BRANCH:**

**INSTITUTIONAL DEVELOPMENT SUPPORT**

### **DIRECTORATE:**

**INFRASTRUCTURE PLANNING**

### **CENTRE:**

**PIETERMARITZBURG, HEAD OFFICE**

### **REFERENCE NO.:**

**DOE/15/2022**

### **NOTCH:**

**R1 073 187 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).**

### **REQUIREMENTS:**

An appropriate undergraduate qualification (NQF Level 7) in Built Environment coupled with a minimum of five (5) years' experience at a middle managerial level. Proof of registration with relevant Professional Council/Board. Valid Drivers' Licence. Computer literate.



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### **COMPETENCIES:**

Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing with infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

### **DUTIES:**

Manage the customisation of functional Norms and Standards in line with Nationally prescribed functional Norms and Standards and make final recommendations for approval. Manage the physical resource planning framework, prioritisation mode : (s), Business Cases and Project Briefs. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information Norms and Standards and make final. Plan and manage maintenance at schools. Manage budgets. Manage people.

### **ENQUIRIES:**

**Mr K. Naidoo (Telephone No. 033 846 5533)**



## **KWAZULU-NATAL PROVINCE**

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- POST:** ENGINEER (CIVIL/STRUCTURAL): INFRASTRUCTURE PLANNING
- BRANCH:** INSTITUTIONAL DEVELOPMENT SUPPORT
- DIRECTORATE:** INFRASTRUCTURE PLANNING
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R 1 042 827 P.A. (The Department will determine the salary notch based on years of experience post professional registration.)
- REFERENCE NO:** DOE/16/2022.
- REQUIREMENTS:** A Bachelor's Degree in Civil/Structural Engineering and registration with ECSA as a Professional Engineer. Six year's post qualification experience. Valid Driver's License. Computer Literacy.
- COMPETENCIES:** Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars, Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007, and the South African Schools Act of 1996, Regulations Guidelines. Construction industry development board act of 2000 and Regulations.
- DUTIES:** The provision of civil/structural engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects, functional/technical norms and standards aligned to the Provincial IDMS Framework. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and ongoing review of the User Asset Management Plan (U-AMP) from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of Planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
- ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533)



## **KWAZULU-NATAL PROVINCE**

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**POST:** ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT

**BRANCH:** INSTITUTIONAL DEVELOPMENT SUPPORT

**DIRECTORATE:** INFRASTRUCTURE PLANNING

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**NOTCH:** R261 372.00 p.a. (SALARY LEVEL 7)

**REFERENCE NO.:** DOE/17/2022.

**REQUIREMENTS:** A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' experience in Public Administration. Computer literate. A valid driver's license.

**COMPETENCIES:** Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.

**DUTIES:** Undertake deeds searches to confirm ownership of land to inform planning. Obtain information pertaining to the financial value of properties to assist with the completion of NEIMS survey forms. Obtain information on the technical condition assessments of properties to assist with the completion of NEIMS survey forms. Assist to validate the correctness of information pertaining to assets. Submit updated data on assets to relevant role-players. Keep a register of Ingonyama trust board properties. Develop and maintain administrative systems and procedures for the Sub Directorate Properties in terms of information and documentation pertaining to acquisitions, disposals and leases. Submit all documents pertaining to acquisitions and disposals, in line with the Departmental policies and National legislative requirements, for record keeping. Interact with District Offices to obtain outstanding documentation. Provide administrative assistance for arranging training sessions to the Districts. Collect technical requirements for leases from the Planning Staff. Confirm with Districts and Facilities status on the leases. Keep a register of all lease agreements for Section 14 contracts. Ability to prepare reports, Submissions and presentations. Ability to work with people. Ability to meet deadlines and Work systematically. Ability to source and interpret information and data. Ability to undertake a risk analysis and undertake a risk mitigation strategy.

**ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533 )



## **KWAZULU-NATAL PROVINCE**

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**POST:** ADMINISTRATION CLERK: INFRASTRUCTURE

**BRANCH:** INSTITUTIONAL DEVELOPMENT SUPPORT

**DIRECTORATE:** INFRASTRUCTURE PLANNING AND DELIVERY

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**NOTCH:** R176 310 p.a. (SALARY LEVEL 5)

**REFERENCE:** DOE/19/2022.

**REQUIREMENTS:** Grade 12/Senior Certificate/ Office Administration/ Relevant qualification with relevant experience in Administration. Computer literate. A valid driver's license.

**COMPETENCIES:** Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.

**DUTIES:** Record, Organise, store capturer and retrieve correspondence and data (line function ), Update register and statistics, Handle routine enquires, Lease internal and external stakeholders in relation to procurement of goods and services, ,Obtain quotation, complete stationary, maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Capture and update expenditure in the component, Check correct of subsistence and travel claims of the official and submit to the Chief Director approval, Handle telephonic accounts and accounts and petty cash for the component.

**ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533)



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

- POST:** DEPUTY DIRECTOR: AUXILIARY SERVICES
- CENTRE:** UGU DISTRICT
- REFERENCE:** DOE/20/2022.
- NOTCH:** R744 255 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.
- ENQUIRIES:** Mr W.M Sibiya (Telephone No. 039 688 8606)



## **KWAZULU-NATAL PROVINCE**

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**POST:** ASSISTANT DIRECTOR: ACCOUNTING CONTROL SERVICES

**CENTRE:** UGU DISTRICT

**REFERENCE:** DOE/21/2022.

**NOTCH:** R 382 245 p.a. (SALARY LEVEL 9)

**REQUIREMENTS:** Degree/National Diploma in Commerce. 3-5 years supervisory experience. Computer Literacy. Valid Driver's license. A Practical Extensive Experience in BAS, PERSAL and VULINDLELA. Experience in public sector finance & budget processes, Debt Management, responding to audit enquiries and preparation of financial statements.

**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, the constitution and other relevant legislation, Advance knowledge of PFMA, Treasury regulations, Practice notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation, Computer (PERSAL, BAS, and Spreadsheets), Interpretation and application of policy, Policy development and managerial skills, 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, Strategic planning, Report writing, innovation and creativity, Empowerment.

**DUTIES:** Oversee the remuneration of Employees and Creditors. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Render financial management support services with regards to the MTEF cycle i.e budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage Norms and Standards. Manage the resources of the component. Provide remuneration to personnel and payroll control. Control and maintain salary accounts and records. Render settlement of miscellaneous accounts and Render the administration of creditor accounts. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements

**ENQUIRIES:** Mr W.M Sibiya (Telephone No. 039 688 8606)



## **KWAZULU-NATAL PROVINCE**

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- POST:** ASSISTANT DIRECTOR: EMPLOYEE RELATIONS
- CENTRE:** UGU DISTRICT
- REFERENCE:** DOE/22/2022
- NOTCH:** R 382 245 p.a. (SALARY LEVEL 9)
- REQUIREMENTS:** An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory practical experience in the Human Resource Management Section in the Public Service, a valid driver's license, Computer literacy.
- COMPETENCIES:** Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, Employment of Educators act as amended, ELRC and GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Planning and Organizing, Departmental Strategic Objectives, Management Reporting, Stakeholder Relations Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently and Report writing. Analytical thinking, Planning and Organizing, computer Utilization, Adaptability, Verbal and Written Communication Skills.
- DUTIES:** Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the District. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the District. Manage database iro. Discipline, grievance and dispute cases. Manage the resources of the component. Manage staff performance in the component. Supervision of staff in the component
- ENQUIRIES:** Mr W.M Sibiya (Telephone No. 039 688 8606)



## **KWAZULU-NATAL PROVINCE**

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- POST:** ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICE CONDITIONS
- CENTRE:** UGU DISTRICT
- REFERENCE** DOE/23/2022.
- NOTCH:** R382 245 P.A. (SALARY LEVEL 9)
- REQUIREMENTS:** An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory experience in the Human Resource Management Section in the Public Service , computer literacy, a valid driver's license. A practical extensive experience in Persal and Pension Case Management. A Persal certificate will be an advantage. .
- COMPETENCIES:** Knowledge Administration procedures, Public Services Regulations, Public Service Act, Labour Relations Act, Employment of Educators Act as amended, ELRC and GPSSBC Collective Agreements and other relevant prescripts. Planning and organizing Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, Stakeholder Relations Management, Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, Project Management, Ability to work independently, report writing.
- DUTIES:** Co-ordinate pension and personnel welfare matters. Oversee the administration of leave related matters and Long Service Awards. Coordinate the processing of termination of services. Oversee the administration of Homeowners allowances and issuing of State Guarantees. Coordinate the pension and personnel matters. Oversee the provision of other general service conditions. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.
- ENQUIRIES:** Mr W.M Sibiya (Telephone No. 039 688 8606)



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

**Closing date for applications is 23 September 2022**

**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 Pieter Maritz Street, Pietermaritzburg, 3201.

**APPLICATIONS FOR UGU DISTRICT:** Applications should be sent by post for the **Attention of: Mr. J Govender: Human Resource Support Services** KwaZulu-Natal Department of Education, Private Bag X860 Port Shepstone 424, Applications can also be delivered to District Office 3 Jan Smart Avenue Port Shepstone.

**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.

***Kindly bring the contents of this circular to all concerned.***

### **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 N.C. Ngcobo

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

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

**Telephone No.:** 033-846 5402  
**Fax No.:** 0864840680  
**Email:** Charles.Ngcobo@kzndoe.gov.za