



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 8465127. Email: Terencekzndoe1@gmail.com

Human Resource Services

Enquiries: Mr K Naidoo

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

### HRM VACANCY CIRCULAR NO 25 OF 2024

#### 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 post advertised under this circular:
  - **Driver/ Messenger: Office of the MEC**

#### 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 copy of the ID, a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. The closing date for this circular is **06 September 2024** unless otherwise stated.
- 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.



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- 2.4 Applications should be forwarded in time to the address provided 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 identify themselves through their **ID documents** or **Valid driver's licences** (if specified as a job requirements), as well as the highest **relevant educational qualification**, 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: 21 AUGUST 2024**



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**POST:** DRIVER / MESSENGER: OFFICE OF THE MEC

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**NOTCH:** R 183 279 P.A. (Salary Level 4)

**REFERENCE NO.:** DOE/08/2024

**REQUIREMENTS:** Basic education (ABET) or Standard 8 (Grade 10). A minimum of Two (2) years' of driving. A valid driver's license Code C 1 (Code10).

**COMPETENCIES:** Communication skills (written and verbal) Listening skills and Driving skills.

**DUTIES:**

- Provides messenger and driver services in the office of the Executive Authority/ MEC.
- Transport officials and/ or packages to and from destination
- Arrive at destination on schedules.
- Provides state vehicle care by ensuring routine maintenance.
- Fulfil administration needs. Like office pickups.
- Use navigation application to determine the best routine.
- Ensure that the vehicle is always in fueled and ready for use
- Arrange for vehicle repairs as needed.
- Keep mileage records and repairs up to date

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

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

**Closing date for applications is 06 September 2024**

**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.



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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.

***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.