



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: Terence.naidoo@kzndoe.gov.za

Human Resource Services

Enquiries: Mr K Naidoo

Date 03 September 2024

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

HRM VACANCY CIRCULAR NO 27 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 posts advertised under this circular:
- **Deputy Director: Public Participation and Community Liaison**
 - **Deputy Director: Strategic Management Monitoring and Evaluation**
 - **Personal Assistant to Director: Public Participation**
 - **Assistant Director: Public Participation (2 posts)**
 - **Assistant Director: Facilities and Auxiliary Services (Office Support)**
 - **Assistant Director: Facilities and Auxiliary Services:(Occupational Health and Safety)**

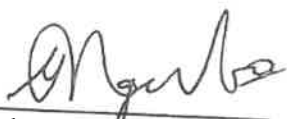
2. DIRECTIVE TO APPLICANTS.

- 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 **11 October 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.



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- 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 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 submit a certified copy of their ID documents or valid driver's licences (if specify as job requirement), as well as relevant **Qualification**, on 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 If applicants do not hear from this office within 3 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.
- 2.9 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: 10/9/24



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- POST:** **DEPUTY DIRECTOR: PUBLIC PARTICIPATION AND COMMUNITY LIAISON (1 YEAR CONTRACT).**
- DIRECTORATE:** **OFFICE OF THE MEC: PUBLIC PARTICIPATION.**
- CENTRE:** **PIETERMARITZBURG, HEAD OFFICE.**
- REFERENCE NO.:** **DOE/08/2024.**
- NOTCH:** **R849 702 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).**
- REQUIREMENTS:** National Diploma or Bachelor's Degree in Public Administration or Equivalent qualification coupled with a minimum of 6 years' experience inclusive of 3-5 years junior management experience. Computer Literacy. Valid Driver's License.
- COMPETENCIES:** Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/negotiations, management reports and financial reports.
- DUTIES:** Coordinate public participation programmes and activities. Manage and monitor the addressing of imbalances of targeted groups, including gender, youth and disability. Manage the conduction of sexual harassment, racial issues, etc. Provide managerial support on the conduction of workshops gender equity matters. Oversee District Offices in respect of public participation & Community Liaison. Manage the resource of the component.
- ENQUIRIES:** **Mr. K Naidoo (Telephone No.: 033 846 5533).**



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- POST:** **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT MONITORING AND EVALUTION. (1 YEAR CONTRACT).**
- BRANCH:** **CORPORATE MANAGEMENT.**
- DIRECTORATE:** **STRATEGIC MANAGEMENT MONITORING AND EVALUTION.**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG.**
- NOTCH:** **R 849 702 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).**
- REFERENCE NO:** **DOE/09/2024.**
- REQUIREMENTS:** National Diploma or Bachelor's Degree in Public Administration or Equivalent qualification coupled with a minimum of 6 years' experience inclusive of 3-5 years junior management experience. Computer Literacy. Valid Driver's License.
- COMPETENCIES:** Knowledge of the Public Services Act of 1994, Public Services Regulations, Public Finance Management Act and all other relevant prescripts; Good managerial, organizing, planning, presentation and report writing skills; Computer literacy (Ms Word, Excel, Access and PowerPoint) ; Strong verbal and written skills, project management skills, strategic leadership and analytical skills; Problem solving and project management skills. Knowledge of performance management systems will be an added advantage to candidates.
- DUTIES:** Gather and analyse data for policy analysis; Inform Top management of budget spread and deficiencies, assist other sections with policy development, re-align processes and policies to achieve organizational goals; Identify priorities of the Department and communicate them to the system; Liaise with the National Department of Education, Provincial Treasury; promote matrix relationships with the Branches of the Department; Disseminate information throughout the system; research and reporting on policy implementation; Analyse policies and prepare reports; Realign policies to attain the strategic objectives of the Department; Analyse, review and comment on policies; Analyse on identified implementation gaps and resource targeting.
- ENQUIRIES:** **Mr. K Naidoo: (Telephone No.: 033 846 5533).**



KWAZULU-NATAL PROVINCE

EDUCATION
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- POST:** **PERSONAL ASSISTANT TO DIRECTOR: PUBLIC PARTICIPATION**
(1 YEAR CONTRACT).
- DIRECTORATE:** **OFFICE OF THE MEC: PUBLIC PARTICIPATION.**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG.**
- NOTCH:** **R308 154 p.a. (SALARY LEVEL 7).**
- REFERENCE NO.:** **DOE/10/2024.**
- REQUIREMENTS:** A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3-5 years' experience rendering administrative support services in the public service or any other relevant experience. Computer literate. A valid driver's license.
- COMPETENCIES:** Knowledge of the 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. the Public Finance Management Act and regulations of 1999, Public Service Act of 1994 and regulations of 2001. the South African Schools Act of 1996 and, Intergovernmental Fiscal Relations Act of 1997, Intergovernmental framework Act of 2005.
- DUTIES:** Provide administrative/ personal support services to the manager. This will, inter alia, entail the following: Serve as an administrative or personal assistant to the manager; Perform general office management functions such as the provision of office logistical services and diary management. Perform client liaison functions within the office of the manager such as scheduling meeting appointments with officials and other managers. Compilation of reports and other documents for the manager on a word processor. Administer the manager's travel arrangements in liaison with travel agencies. Provides other office support service to the manager. Develop and manage a document flow system within the office. Prepare meeting venues and other logistics. Issue invitations for meetings to stakeholders. Taking of minutes during meetings where necessary. Manage the filing of documents for the manager's office. Receives, records and distribute all incoming and outgoing documents. Handles the procurement of general office items like stationary, refreshments etc. Acts as a link between the office, stakeholders, and other units within the department.
- ENQUIRIES:** **Mr. K Naidoo: (Telephone No.: 033 846 5533)**



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- POST:** **ASSISTANT DIRECTOR: PUBLIC PARTICIPATION (2 posts)**
(1 YEAR CONTRACT).
- DIRECTORATE:** **OFFICE OF THE MEC: PUBLIC PARTICIPATION.**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG.**
- NOTCH:** **R444 036 p.a. (SALARY LEVEL 09).**
- REFERENCE:** **DOE/11/2024.**
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification. A minimum of 5 years' experience inclusive of 3-5 years supervisory experience in public administration or any other relevant fields. Computer Literacy. Valid Driver's Licence.
- COMPETENCIES:** Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and other relevant prescripts. The incumbent must possess the following skills and attributes: Good managerial skills, Financial Management skills, Project Management skills, highly disciplined, Innovative, Creativity, Problem solving, Change and diversity management, Verbal and written communication skills, ability to share and exchange information, good skill in areas requiring specialised and complex information. Ability to use tact and diplomacy in handling difficult and complex situations. Good presentation/ negotiation skills.
- DUTIES:** Co-ordinate public and community participation programmes as well as empowerment projects targeting youth and other designated groups aimed at poverty alleviation, skills development, etc. Oversee the administration of non-employee bursary awarding to deserving youth and students. Co-ordinate programmes targeting social ills such as drug abuse, teenage pregnancy etc. Coordination of special projects such a carrier expo. Management of partnerships, keeping and maintenance of the database of partners (Donors) and other relevant partners. Promote the achievement of objectives of special projects. Promote the achievement of objectives prioritized by the Executive Authority.
- ENQUIRIES:** **Mr. K Naidoo: (Telephone No.: 033 846 5533).**



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- POST:** ASSISTANT DIRECTOR: FACILITIES AND AUXILIARY SERVICES
(OFFICE SUPPORT) (1 YEAR CONTRACT).
- BRANCH:** CORPORATE MANAGEMENT.
- DIRECTORATE:** FACILITIES MANAGEMENT AND AUXILIARY SERVICES.
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG.
- NOTCH:** R444 036 P.A. (SALARY LEVEL 09).
- REFERENCE:** DOE/12/2024.
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with a minimum of 5 years inclusive of 3-5 years supervisory experience in the relevant field. 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 and manage the implementation of policies for Parking, Hygiene Services, Telephone and Fleet Management and attend to the review of 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 Buildings. Manage and monitor duplication services at Head Office buildings. Provide and monitor security, cleaning, gardening and sanitation & hygiene services at Head Office buildings. 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 resources of the component (human resource, finance, physical etc.) Manage performance of employees, train and develop staff.
- ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533)



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POST: ASSISTANT DIRECTOR: FACILITIES AND AUXILIARY SERVICES:
(OCCUPATIONAL HEALTH AND SAFETY) (1 YEAR CONTRACT).

BRANCH: CORPORATE MANAGEMENT.

DIRECTORATE: FACILITIES MANAGEMENT AND AUXILIARY SERVICES.

CENTRE: HEAD OFFICE, PIETERMARITZBURG.

REFERENCE: DOE/13/2024.

NOTCH: R444 036 P.A. (SALARY LEVEL 09).

REQUIREMENTS: An appropriate Bachelor's Degree or Diploma in Public Administration/ Environmental Science or equivalent qualification with a minimum of 5 years' experience inclusive of 3-5 years supervisory experience in Occupational Health and Safety environment or any other relevant field. Valid Drivers licence, .Computer literacy,

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 policies and prescripts. Workshop policy to all stakeholders. Ensure that prescribed OHS Committees are in place. Arrange training for OHS representatives. Conduct inspection of buildings, identify possible hazards and risks, take, or advise management on appropriate preventative measures. Ensure that all OHS equipment's are procured, functional and serviced regularly. Manage and monitor the implementation of OHS in the department. Conduct in loco inspector on site. Accompany and inspect on site. Participate in any internal/external OHS audit. Managing and monitoring administering of incidents. Manage human, financial and physical resources of the component.

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



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

Closing date for applications is 11 October 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.

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 where appropriate 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