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Human Resource Services  
Enquiries: Mr PBV Ngidi  
Date 2024/10/21

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

## **HRM VACANCY CIRCULAR NO. 38 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:
- **Assistant Director: HIV and AIDS Life Skills Education Programme**
  - **Data Capturers(Snr Administration Clerk) HIV and Aids Life Skills Education Programme x2**

### **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 **15 November 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 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 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 If applicants do not hear from this office within three 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 (e.g. Disabled, woman and youth)

**MR G.N NGCOBO**  
**HEAD OF DEPARTMENT: EDUCATION**

DATE: 29/01/24



- POST:** ASSISTANT DIRECTOR: HIV AND AIDS (SNES) (3 YEARS CONTRACT, RENEWABLE)
- CENTRE:** PITERMARITZBURG, HEAD OFFICE
- NOTCH:** R 552 081.00P.A. (SALARY LEVEL 10)
- REFERENCE NO.:** DOE/14/2024
- REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma with specialization in HIV and AIDS/ Educational Psychology/Child and Youth Care/ Life Orientation / Public Health. Coupled with a minimum of 3-5 years working experience in learner and teacher support in the of HIV and AIDS/Child and Youth Care / Life Social Support & Counselling / Community Development/ Public Health. Valid drivers' licence and be willing to travel extensively.
- COMPETENCES:** Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB, DBE Policy on the Prevention and Management of Learner Pregnancy in Schools, Integrated School Health Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Education White Paper 6, PFMA related prescripts, DORA and key Strategic Documents of KwaZulu Natal Department. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels.
- DUTIES:** Provide strategic direction and leadership, Performance Management and Supervision of the HIV and AIDS Life skills Education Programme staff. Management and implementation of the following policies and programmes: DBE National Policy on HIV and AIDS, STIs and TB. Integrated School Health Policy. Care and Support for Teaching and Learning Framework. My Life My Future Programme. DBE Policy on the Prevention Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Capacitate district officials and Learner Support Agents for the effective implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated Schools Health Policies and Programmes. Monitoring, Support, Evaluation and Reporting on the implementation and the impact of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Working collaboratively with Operation Sukuma Sakhe Structures: Sisters Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes.
- ENQUIRIES:** Mr PBV Ngidi (Telephone No. 033 8465533)



**POST:** DATA CAPTURE (SNR ADMINISTRATION CLERK) (3 YEARS CONTRACT, RENEWABLE) (2 POSTS)

**CENTRE:** HEAD OFFICE, PIETERMARITZBURG

**SALARY:** R183 279.00P.A. (SALARY LEVEL 04)

**REFERENCE NO.:** DOE/15/2024

**REQUIREMENTS:** Senior Certificate with relevant experience in data capturing and Management. A three-year Diploma/ Degree in Information Technology, Public Management, Finance or Accounting will be an added advantage. A valid driver's license.

**COMPETENCIES:** knowledge of a variety of MS Excel Spreadsheet functions, data input, Power Point and Outlook, excel autofill and formulas, formatting cells, number formatting, sort, and filter. Knowledge of administrative principles and procedures. Good organisational skill, Analytic and problem-solving skills. Ability to work under pressure and over time. Ability to work effectively both individually and collectively. Ability to demonstrate creativity and energy. Attention to detail. Willingness to travel extensively across all 12 districts in the province.

**DUTIES:** Create and keep commitment register as the control measure for the use of HIV and AIDS Grant Fund to avoid over/under expenditure. Provide administrative support to the provincial and districts HIV and AIDS Grant coordinators with respect to the arrangement of meetings, workshops, travel arrangements, accommodation, flights, and transport. Create and ensure existence of accurate database of all the beneficiaries of the HIV and AIDS Grant including the register of Orphans and other vulnerable children supported through the grant, officials, school management teams, school governing bodies and educators trained as well as constantly providing statistical information on these categories. Travel across all 12 districts to collect and capture data with regard to the social ills' prevention as well as care and support interventions rendered by the Learner Support Agents in schools to assist the Department to assess the impact of the Grant programme and also inform future planning. Assist the finance manager for the control of requisitions and issuing of orders for all Head Office and Districts HIV and Aids grant activities. Constantly liaise with SCM, Finance and BAS sections for keeping of accurate data in respect of goods and services procured through the HIV and AIDS grant. Filing all financial documents as documentary proof of grant expenditure. Provide photocopying and faxing services for the grant. Perform any other duty as will be allocated by the supervisor. Keep attendance registers for beneficiaries of the grant programme.

**ENQUIRIES:** Mr PBV Ngidi (Telephone No. 033 8465533)



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

**Closing date for applications is 15 November 2024**

**APPLICATIONS FOR HEAD OFFICE:** Applications should be sent by post for the **attention of: Ms. PS Mthembu 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. 201A, 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 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