



Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 8465127. Email: [Phiwumusa.ngidi@kzndoe.gov.za](mailto:Phiwumusa.ngidi@kzndoe.gov.za)

Human Resource Services  
Enquiries: Mr PBV Ngidi  
Date 21 February 2025

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

### **HRM VACANCY CIRCULAR NO 06 OF 2025.**

#### **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 is the post advertised under this circular:
  - **District Director: Harry Gwala.**

#### **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 **22 April 2025** for this circular is 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 relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

- 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 **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**).
- 2.7 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.
- 2.8 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: 17/3/25



**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.

**POST:** **DISTRICT DIRECTOR: HARRY GWALA**

**CENTRE:** **HARRY GWALA**

**NOTCH:** **R1 105 383 P. A (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).**

**REFERENCE NO:** **DOE/02/2025.**

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Computer Literacy.  
A valid driver's license.

**COMPETENCIES:** Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS WORD, EXCEL. Access and PowerPoint). Proof of valid driver's licence. Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.

**DUTIES:** Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level



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

**Closing date for applications is 22 April 2025.**

**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. 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 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**