



KWAZULU-NATAL PROVINCE

**COOPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIRECTORATE: HUMAN CAPITAL DEVELOPMENT

POST TITLE: ASSISTANT DIRECTOR: EMPLOYEE HEALTH WELLNESS

SALARY: R 444 036 PER ANNUM – level 9

CENTRE: PIETERMARITZBURG

REFERENCE: 74/2024 (HCD)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum NQF level 6 qualification in Psychology or Social Work or any relevant qualification with Psychology as a major subject coupled with 3 years experience in the Employee Wellness and HIV and AIDS fields. Registration with the HPCSA as a counsellor will be an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Legislation and prescripts; Policies pertaining to the field
Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management
Diversity management; Presentation/Training skills; Drivers licence

KEY RESPONSIBILITIES:

The successful candidate will be required to facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management)

ENQUIRIES: MS N DLAMINI AT 033 2608058

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND ORGANISATIONAL EFFICIENCY SERVICES

POST TITLE: ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING

SALARY: R 444 036 PER ANNUM – level 9

CENTRE: PIETERMARITZBURG

REFERENCE: 75/2024 (ODOE)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification in Human Resource Management or related qualification coupled with 3 years junior management experience in Human Resource Management. A valid drivers license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics; Computer based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Basic Financial Management; Team building; Project management; Presentation and facilitation skills; Motivation/leadership skills; Verbal and Written with Departmental officials (at all levels), other government institutions, NGO's and Private sector.

KEY RESPONSIBILITIES:

The successful candidate will be required to facilitate human resource practices within the Department with the following responsibilities: Coordinate the Human Resource (HR) Planning; Coordinate Employment Equity Programme within the Department; Ensure the development, review and implementation of



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Departmental human resource policies, strategies, procedure manuals and guidelines; Ensure coordination and implementation of Departmental internal Human Resource special projects; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES: MR DM CELE AT 033 2608063

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIRECTORATE: HUMAN RESOURCE ADMINISTRATION

POST TITLE: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION

SALARY: R 444 036 PER ANNUM – level 9

CENTRE: PIETERMARITZBURG

REFERENCE: 76/2024 (HRA)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resources coupled with 3 years junior management experience in Human Resources. A valid drivers licence.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Labour Relations Act; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer-based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Financial Management; Team building; Communication (verbal, written and networking); Project management; Presentation and facilitation skills; Motivation/leadership skills; Negotiation skills; Communication with members of Selection Committees, Management and Senior Management and with candidates.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide for the Recruitment and Selection services of employees with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure conformity to the Department's recruitment and selection policies; Ensure correct utilization of the resources within the component.

ENQUIRIES: ADV. KL JANSE VAN RENSBURG AT 033 2608001

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

DIRECTORATE: BUDGET CONTROL AND PLANNING

POST TITLE: BUDGET ANALYST

SALARY: R 444 036 PER ANNUM – level 9

CENTRE: PIETERMARITZBURG

REFERENCE: 77/2024 (FIN)

REQUIREMENTS:

The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised SAQA in Financial Accounting /Financial Management coupled with 3 years' financial/budget experience; Computer Literacy and a valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge Policy analysis, Project management, Budgetary processes; Departmental Policies; Team development, Decision making, Problem solving, Budgetary skills, Basic project management, Financial management; Communication skills (Written and Verbal).

KEY RESPONSIBILITIES:



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The successful candidate will be required to provide Budget Control services with the following responsibilities:- Revise Cash flow and complete In-year monitoring schedule each month; Provide a monthly ministerial schedule for the relevant programme; Analyse budget of a programme and identify potential savings; Analyze and verify input for all exercises throughout the budget process; Support and advice programme managers and line function management on budget related issues; Develop and implement proper control measures for the effective and efficient utilisation of the budget in the department; Manage the training and development of staff under his/her control.

ENQUIRIES: MS SZ KHUMALO AT 033 2608306

CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT WORKERS AND PUBLIC PARTICIPATION

DIRECTORATE: CDWP AND RAPID RESPONSE

POST TITLE: DISTRICT SUPPORT MANAGER (2 POSTS)

SALARY: R 444 036 PER ANNUM – level 9

REFERENCE: 78/2024 (CDWPP) – UMKHANYAKUDE

REFERENCE: 79/2024 (CDWPP) – KING CETSHWAYO

REQUIREMENTS:

The ideal candidate must be in possession of a RVQ 13 / National Diploma in Community Development/ Social Science coupled with Minimum of 3 Years Administrative experience, Practical demonstration of knowledge and skills and a valid Driver's Licence.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Dynamics, culture and language of targeted communities; How government operates; Human Resource and Financial Management; Project management; Relevant legislation; Planning; Teamwork; Decision making; Problem solving; Networking; Computer literacy; Leadership; Report Writing, Employee development; Analytical skills; Presentation; People management; Written and verbal; Communication with other Government Organisations, Private Sector; Microsoft Applications.

KEY RESPONSIBILITIES:

The successful candidate will be required to manage the community development workers programme within the district with the following responsibilities: Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Develop consolidated municipal and district analyses reports; Ensure smooth functioning of the Issue Management System within the district; Provide CDWs with relevant information on government programmes for communities to benefit; Manage the employment conditions and human resource management needs of CDW's.

ENQUIRIES: MS N KAUNDA AT 033 355 6487

OFFICE OF THE HEAD OF DEPARTMENT

DIRECTORATE: INTERNAL CONTROL

POST TITLE: INTERNAL CONTROL OFFICER: AUDIT (2 POSTS)

SALARY: R 376 413 PER ANNUM – level 8

CENTRE: PIETERMARITZBURG

REFERENCE: 80/2024 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a BTech/ Degree or National Diploma with Accounting / Auditing/ Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field and a valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations. Risk Analysis/management; Internal Control procedures; Risk Management Practices; Auditing and Internal Auditing Standards; Service Delivery (Batho Pele); Public Service Code of conduct; Provincial Treasury Practice Notes; Advanced Ms.



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office Applications; Problem-solving; Analytical and numeracy; Analytical and quantitative method tools; Good interpersonal relations; Report writing; Policy interpretation/analysis; Financial Management; Organising; Presentation; Statistical and quantitative analysis; Computer skills; Self-discipline and ability to work under pressure with minimum supervision; Good Communication skills (Written and verbal) Internally: CFO, Senior General Managers, General Managers, Senior Managers Accounting Officer, Internal Auditors and staff; Externally: Provincial Departments, National Departments, Auditor-General, Portfolio Committees, SCOPA, Provincial Audit Committee, Provincial Risk Management Forum and Consultants.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide effective and efficient internal departmental control services in terms of legislative mandates with the following responsibilities: - Conduct internal control inspections to identify lack/ineffective internal control management systems within the department; Implement effective and efficient internal control management Policies, Frameworks and Procedure Manuals throughout the department; Implement Internal Control monitoring and evaluation mechanisms within the department; Provide transversal support, advice and guidance in terms of internal control prescripts; Participate in the compilation of reports to the Executing Authority on internal control management compliance programmes; Provide inputs on the development of departmental internal control policies, frameworks and procedure manuals.

ENQUIRIES: MS S SOKHABASE AT 033 2608040

CHIEF DIRECTORATE: OFFICE OF THE HOD

DIRECTORATE: INTERNAL CONTROL

POST TITLE: RISK MANAGEMENT OFFICER: RISK MANAGEMENT

SALARY: R 376 413 PER ANNUM – level 8

CENTRE: PIETERMARITZBURG

REFERENCE:81/2024 (IC)

REQUIREMENTS:

The ideal candidate must be in possession of a BTech/Degree/National Diploma with Accounting/Auditing/Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field. Computer Literacy. Valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge of public sector, Local government and public/private entities system and relevant legislation/statutes, including, Constitution, Public Financial Management Act, Municipal Finance Management Act, Treasury Regulations, Risk analysis/management, Internal Control procedures, Risk Management Practice, Auditing and Internal Auditing standards, Service Delivery Batho Pele, Public Service Code of Conduct, Provincial Treasury Practice Notes, Advanced MS Office Applications; Numeracy, Communication, Planning and organizing, Interpersonal skills, Problem Solving, Analytical and Numeracy, Report writing, Policy Interpretation/analysis, Financial Management, Analytical and quantitative methods tools, Organization, Presentation, Statistical and quantitative analysis, Self-discipline and ability to work under pressure with minimum supervision; Communication (written and verbal); good computer literacy in Ms Office.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide an effective and efficient department Risk Management Service in terms of Legislative mandates with the following responsibilities:- Conduct Risk Management investigation to identify lack/ineffective risk management systems within the Department; Implementation effective and efficient risk management policies; framework and procedures manuals throughout the department; Implement risk management monitoring and evaluation mechanism within the department; Provide transversal support advice and guidance in terms of risk management prescripts; Provide inputs on the development of department risk management policies, framework and procedures manuals.

ENQUIRIES: MS S SOKHABASE

Tel: 033 260 8040

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: AUXILIARY SERVICES

POST TITLE: RECORDS MANAGEMENT OFFICER



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SALARY: R 376 413 PER ANNUM – level 8

CENTRE: PIETERMARITZBURG

REFERENCE: 82/2024 (CS)

REQUIREMENTS:

The ideal candidate must be in possession of a Grade 12 coupled with 3-5 years' experience in the field of records management relevant training presented by the National Archives and Records Services or National Diploma/ Degree in Records Management with no experience; Valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Information management, Specialist knowledge of records management practices, Classification of Information. Promotion of Access to Information. Ability to work under pressure with minimum supervision. Computer literate, Knowledge of relevant standards and the statutory and regulatory framework within which the office functions, understanding of the most prevalent systems being employed (i.e. transaction processing system, electronic document management systems, electronic records management systems etc.); Teamwork, Planning and time management, Influencing, Management performance; Communication (Written and verbal); good Computer Literacy in Ms Office.

KEY RESPONSIBILITIES: The successful candidate will be required to ensure that the records management practices comply with the requirements of the National Archives and Records Services (Act 43 as amended or its provincial equivalent) with the following responsibilities: - Facilitate the implementation of the records management policy and procedure manual. (Implement the records classification system and maintenance of the filing system; Ensure that all records are kept in safe custody; Facilitate the disposal of records.

ENQUIRIES: MS Z MTSHALI

Tel: 033 260 8028

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE: FINANCIAL ADMINISTRATION OFFICER (4 POSTS)

SALARY: R 308 154 PER ANNUM – level 7

REFERENCE: 83/2024 (TIS) - UMGUNGUNDLOVU

REFERENCE: 84/2024 (TIS) - UMKHANYAKUDE

REFERENCE: 85/2024 (TIS) - HARRY GWALA

REFERENCE: 86/2024 (TIS) - UTHUKELA

REQUIREMENTS:

The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or Senior Certificate coupled with a minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DoRA), Treasury regulation, Knowledge of IsiZulu and African Culture; Planning, Decision making, Numeracy, Problem solving, Analytical; Communication (written and verbal)

KEY RESPONSIBILITIES:

The successful candidate will be required to render support to the Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: - Provide financial management support to TCs; Procure supplies and services for TCs and LH; Ensure effective and efficient management of assets of TCs and LH; Attend to audit reports and queries Ensure proper use of allocated resources.

ENQUIRIES: MS BOS NZIMANDE AT 033 8975862

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

DIRECTORATE: FINANCIAL ACCOUNTING

POST TITLE: STATE ACCOUNTANT: TRADITIONAL FINANCIAL SUPPORT

SALARY: R 308 154 PER ANNUM – level 7



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CENTRE: PIETERMARITZBURG

REFERENCE:87/2024 (TRA)

REQUIREMENTS:

The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or relevant qualification coupled with minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DORA), Treasury regulation; Numeracy, Communication, Planning and organizing, Interpersonal skills, Analytical; Communication (written and verbal).

KEY RESPONSIBILITIES:

The successful candidate will be required to provide revenue service to TC's with the following responsibilities: - Administer the revenue of Traditional Council; Ensure accurate and efficient voucher control; Clearing of all bank exceptions and suspense accounts; Co- Ordinate monthly and year-end report for Traditional: Councils; Provide support in ensuring effective and efficient utilization of departments.

ENQUIRIES: MR B CELE at 033 260 8017

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE: ADMINISTRATIVE OFFICER (3 POSTS)

SALARY: R 308 154 PER ANNUM – level 7

REFERENCE: 88/2024 (TIS)- UMKHANYAKUDE DISTRICT

REFERENCE: 89/2024 (TIS)- AMAJUBA DISTRICT

REFERENCE: 90/2024 (TIS)- ETHEKWINI DISTRICT

REQUIREMENTS:

The ideal candidate must be in possession of a Grade 12 coupled with 3 – 5 years' relevant administrative experience. Computer Literacy. Valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge of National and Departmental Policies and Prescripts, Knowledge of general delegations, General knowledge of registry, archival and filing systems and procedures; Organizational skills, Report writing skills; Ability to work under pressure, Innovative/creative, Loyal and Trustworthy, Honest, Integrity, Energetic, Accept responsibility, Ability to work in a team and independency when necessary; Communication (written and verbal); Communication with other organizations.

KEY RESPONSIBILITIES:

The successful candidate will be required to render administrative support services to the Directorate: Traditional Institutional Support in Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: - Provide Secretariat services; Carry out District Database functions; Facilitate production and filing of documents; Requisitions of district, local house and TC documents, facilitate Occupational Health System (OHS) for the district, Organize the Directorates' resources (HR, and Equipment).

ENQUIRIES: MS BOS NZIMANDE AT 033 897 5862

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE: DEVELOPMENT FACILITATION OFFICER (8 POSTS)

SALARY: R 255 450 PER ANNUM – level 6

REFERENCE: 91/2024 (TIS) – UMZINYATHI

REFERENCE: 92/2024 (TIS) – AMAJUBA

REFERENCE: 93/2024 (TIS) – HARRY GWALA

REFERENCE: 94/2024 (TIS) – ETHEKWINI

REFERENCE: 95/2024(TIS) – UTHUKELA



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REFERENCE: 96/2024 (TIS) – UMGUNGUNDLOVU

REFERENCE: 97/2024 (TIS)- UMKHANYAKUDE

REFERENCE: 98/2024 (TIS) - ZULULAND

REQUIREMENTS:

The ideal candidate must be in possession of a Grade 12 or National Diploma in Administration coupled with 2 years' experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Knowledge of Provincial Policies; Departmental policies; Delegations; Computer literacy; Numeracy; Communication; Planning and organizing; Interpersonal Skills; Research; Computer literacy; Financial Management; Decision making; Problem solving; Good interpersonal skills; Excellent verbal and written communication with Departmental officials, Private sector companies, public, other departments; Computer Literacy and a valid driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be to provide support in development programs with the following responsibilities: Facilitate the implementation of development interventions in partnership with Traditional Leaders and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; Perform administrative support for Traditional Leaders development activities; Keep up to date with new developments in the field to enhance service delivery.

ENQUIRIES: MS BOS NZIMANDE AT 033 8975862

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE: FINANCIAL CLERK (3 POSTS)

SALARY: R 216 417 PER ANNUM – level 5

CENTRE: PIETERMARITZBURG

REFERENCE: 99/2024 (TRA)- ILEMBE

REFERENCE: 100/2024 (TRA)- AMAJUBA

REFERENCE: 101/2024 (TRA)- UMKHANYAKUDE

REQUIREMENTS:

Grade 12 certificate or equivalent. Computer Literacy.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- Basic Knowledge of financial functions, ability to capture data, operate computer, collate financial statistics; Basic knowledge of the Public Service financial legislations, procedures and Treasury regulation (PFMA,DORA, PSA, PSR, PPPFA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS LOGIS etc); Computer skills, Planning and Organizational skills; Interpersonal skills; good communication (verbal and written); Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

KEY RESPONSIBILITIES:

The successful candidate will be required to render financial support services within the department with the following responsibilities: - Render Financial Accounting transactions; Render payment services for TC's and LH, Render administrative and financial support to traditional councils and Local Houses Render administrative support on trust accounts, Provide support with the management of assets of TCs and LH, Perform bookkeeping support services; Render a budget support services.

ENQUIRIES: MS BOS NZIMANDE AT 033 8975862

CHIEF DIRECTORATE: TRADITIONAL RESOURCE ADMINISTRATION

DIRECTORATE: TRADITIONAL INSTITUTIONAL SUPPORT

POST TITLE: DRIVER/MESSENGER (7 POSTS)

SALARY: R 183 279 PER ANNUM-LEVEL 4

REFERENCE: 102/2024 (TRA) – HARRY GWALA DISTRICT

REFERENCE: 103/2024 (TRA) – ETHEKWINI

REFERENCE: 104/2024 (TRA) – UGU DISTRICT



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REFERENCE: 105/2024 (TRA) – AMAJUBA DISTRICT

REFERENCE: 106/2024 (TRA) – UMKHANYAKUDE DISTRICT

REFERENCE: 107/2024 (TRA) – UTHUKELA DISTRICT

REFERENCE: 108/2024 (TRA) – UMZINYATHI DISTRICT

REQUIREMENTS:

The ideal candidate must be in possession of a Grade 10 qualification coupled with 7 – 12 months relevant experience and a valid Driver's License.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - Knowledge of the procedures to operate a motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilised, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions and routine office support like registry functions and the making of photocopies, good interpersonal skills; good communication skills (verbal and written).

KEY RESPONSIBILITIES:

The successful candidate will be required to provide driver and messenger duties with the following key responsibilities: - Drive light and medium motor vehicles to transport passengers and deliver other items, Do routine maintenance on the allocated vehicle and report defects timeously, Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled, Render a clerical support/messenger service in the relevant office.

ENQUIRIES: MS BOS NZIMANDE AT 033 8975862

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or **HAND DELIVERED TO:** The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Ms E Perumal. **Closing date: 24 January 2025. Applications received after this date will not be accepted.**

NOTE TO APPLICANTS:

Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants.

Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za.

Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.