



Coat of arms of South Africa
Republic of South Africa

Tel. +27 33 395 2090 Fax. +27 33 3952489
Postal: Private Bag X 9078, Pietermaritzburg, 3200
Office: Natalia Building, 330 Langalibalele Street, Pietermaritzburg 3201

CHIEF DIRECTORATE:
MUNICIPAL LOCAL ECONOMIC DEVELOPMENT SUPPORT

DIRECTORATE : INFRASTRUCTURE DEVELOPMENT
POST TITLE : CIVIL ENGINEER: PROJECT MANAGEMENT (2 POSTS)
SALARY : R 718 059 – R1 090 458 PER ANNUM (OSD POSTS)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree in Engineering (B Eng/BSC Eng in Civil/Electrical) as per relevant stream coupled with 3 years of experience required in engineering. Compulsory registration with ECSA as Professional Engineer

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • Sound knowledge and understanding of policy analysis • Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) • Knowledge of engineering design and analysis • Knowledge of Research and development • Knowledge of Computer-aided engineering applications • Knowledge of legal compliance • Knowledge of Technical report writing • Knowledge of creating high performance culture • Knowledge of professional judgement • Decision making and team leadership skills • Conflict management, problem solving and analysis skills • Planning, organising and presentation skills • Innovation, analytical and creativity skills • Self management and financial management skills • Customer focus and responsiveness skills • People and change management skills • Programme and project management skills • Information management and reporting skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 drivers license.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative, complex engineering, facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- • Design new systems to solve practical engineering challenges and improve efficiency and enhance safety • Conduct Research and Development • Perform office administration and budget planning • Manage the effective utilization of resources.

DIRECTORATE : INFRASTRUCTURE DEVELOPMENT
POST TITLE : ELECTRICAL ENGINEER: PROJECT MANAGEMENT
SALARY : R 718 059 – R1 090 458 PER ANNUM (OSD POST)
CENTRE : PIETERMARITZBURG
REFERENCE : 2/2019 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree in Engineering (B Eng/BSC Eng in Civil/Electrical) as per relevant stream coupled with 8 years of experience required in engineering. Compulsory registration with ECSA as Professional Engineer

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • Sound knowledge and understanding of policy analysis • Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) • Knowledge of engineering design and analysis • Knowledge of Research and development • Knowledge of Computer-aided engineering applications • Knowledge of legal compliance • Knowledge of Technical report writing • Knowledge of creating high performance culture • Knowledge of professional judgement • Decision making and team leadership skills • Conflict management, problem solving and analysis skills • Planning, organising and presentation skills • Innovation, analytical and creativity skills • Self management and financial management skills • Customer focus and responsiveness skills • People and change management skills • Programme and project management skills • Information management and reporting skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 drivers license.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative, complex engineering, facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- • Design new systems to solve practical engineering challenges and improve efficiency and enhance safety • Conduct Research and Development • Perform office administration and budget planning • Manage the effective utilization of resources.

DIRECTORATE : INFRASTRUCTURE DEVELOPMENT
POST TITLE : CIVIL ENGINEER: SUSTAINABLE SERVICE DELIVERY
SALARY : R 718 059 – R1 090 458 PER ANNUM (OSD POST)
CENTRE : PIETERMARITZBURG
REFERENCE : 3/2019 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree in Engineering (B Eng/BSC Eng in Civil/Electrical) as per relevant stream coupled with 8 years of experience required in engineering. Compulsory registration with ECSA as Professional Engineer

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • Sound knowledge and understanding of policy analysis • Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) • Knowledge of engineering design and analysis • Knowledge of Research and development • Knowledge of Computer-aided engineering applications • Knowledge of legal compliance • Knowledge of Technical report writing • Knowledge of creating high performance culture • Knowledge of professional judgement • Decision making and team leadership skills • Conflict management, problem solving and analysis skills • Planning, organising and presentation skills • Innovation, analytical and creativity skills • Self management and financial management skills • Customer focus and responsiveness skills • People and change management skills • Programme and project management skills • Information management and reporting skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 drivers license.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative, complex engineering, facilitate sustainable service delivery with the following key responsibilities:- • Design new systems to solve practical engineering challenges and improve efficiency and enhance safety • Conduct Research and Development • Perform office administration and budget planning • Manage the effective utilization of resources.

DIRECTORATE : INFRASTRUCTURE DEVELOPMENT
POST TITLE : ELECTRICAL ENGINEER: SUSTAINABLE SERVICE DELIVERY
SALARY : R 718 059 – R1 090 458 PER ANNUM (OSD POST)
CENTRE : PIETERMARITZBURG
REFERENCE : 4/2019 (MID)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Degree in Engineering (B Eng/BSC Eng in Civil/Electrical) as per relevant stream coupled with 8 years of experience required in engineering. Compulsory registration with ECSA as Professional Engineer

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- • Sound knowledge and understanding of policy analysis • Knowledge of legislation (MPRA, MFMA, Municipal Systems Act) • Knowledge of engineering design and analysis • Knowledge of Research and development • Knowledge of Computer-aided engineering applications • Knowledge of legal compliance • Knowledge of Technical report writing • Knowledge of creating high performance culture • Knowledge of professional judgement • Decision making and team leadership skills • Conflict management, problem solving and analysis skills • Planning, organising and presentation skills • Innovation, analytical and creativity skills • Self management and financial management skills • Customer focus and responsiveness skills • People and change management skills • Programme and project management skills • Information management and reporting skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 drivers license.

KEY RESPONSIBILITIES:

The successful candidate will be required to perform all aspects of varied innovative, complex engineering and facilitate sustainable service delivery with the following key responsibilities:- • Design new systems to solve practical engineering challenges and improve efficiency and enhance safety • Conduct Research and Development • Perform office administration and budget planning • Manage the effective utilization of resources.

DIRECTORATE : COMMUNITY SERVICE CENTRES
POST TITLE : DEPUTY DIRECTOR: FUNCTIONALITY
SALARY : R733 257 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (CSC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma in Public Management/Facilities Management/Community Development (NQF Level 6) coupled with 3-5 years junior management experience in the management of public facilities, government service delivery initiatives and local government.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of community infrastructure • Knowledge of information management • Knowledge of legislation (PFMA, PSR and PSA) • Knowledge of stakeholder engagement • Knowledge of capacity building • Knowledge of coordination of intersectoral committees • Knowledge of CSC programmes and shared services • Knowledge of IGR framework • Knowledge of SYLGA • Knowledge of strategy development • Knowledge of interpretation of relevant and related legislation • Knowledge of research and analysis of data • Knowledge of monitoring and evaluation processes and systems • Strategic capability and leadership skills • Decision making and problem solving and analysis skills • Team leadership and creativity skills • Customer focus and responsiveness skills • Planning, organising and presentation skills • Conflict management and negotiation skills • People management skills • Financial management skills • Good communication skills (verbal & written) • Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to facilitate community service centres functionality and occupation by service providers with the following key responsibilities:- • Manage improved community access to government centres • Manage the development and implementation of government centres frameworks • Monitor and evaluate government centres performance • Develop capacity building programmes to promote functionality of government centres • Manage resources of the sub-directorate efficiently and effectively.

DIRECTORATE : COMMUNITY SERVICE CENTRES
POST TITLE : DEPUTY DIRECTOR: PROJECT MANAGEMENT
SALARY : R869 007 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 2/2019 (CSC)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma in the Built environment/Construction Project Management/Project Management (NQF Level 6) coupled with 3-5 years junior management experience in managing projects in the built environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of business plan & project proposal writing • Knowledge of conceptualising of programme strategies • Knowledge of empowerment programmes in CSC • Knowledge of project management • Knowledge of legal and operational compliance • Knowledge of interpretation of relevant and related legislation • Knowledge of research and analysis of data • Knowledge of monitoring and evaluation processes and systems • Knowledge of technical consulting • Knowledge of PFMA, PSR and PSA • Strategic capability and leadership • Problem solving and analysis skills • Decision making and team leadership skills • Creativity and financial management skills • Customer focus and responsiveness skills • People management and presentation skills • Planning and organising skills • Conflict management and negotiation skills • Good communication skills (verbal & written) • Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to facilitate community service centres infrastructure development with the following key responsibilities:- • Manage improved community access to government centres • Manage the construction of community service centres • Manage habitation and maintenance of community service centres • Monitor and evaluate on government centres performance • Manage resources of the sub-directorate efficiently and effectively.

DIRECTORATE : PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT
POST TITLE : DEPUTY DIRECTOR: PROJECT PLANNING AND SECTOR SUPPORT
SALARY : R869 007 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (PIIS)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum postgraduate qualification in Agricultural Sciences/Economics/Development Studies/ Tourism or Urban and Regional Planning/Economic Planning. Minimum of five years post qualification experience in research within the specific sector coupled with at least 3 years supervisory / middle management position.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of project management and research methodology • management experience and capacity building • Knowledge of legislation (PFMA, MFMA, PSR and PSA) • Knowledge of financial management and project packaging • Knowledge of LED strategies and frameworks • Knowledge of monitoring and evaluation processes and systems • Knowledge of IDP, National and Provincial strategies relevant to LED • Knowledge of analysis of data • Knowledge of PPP • Knowledge of policy analysis and interpretation of relevant and related legislation • awareness and understanding of local development programmes • Excellent research skills • Organisational skills including ability to prioritise work and handle multiple tasks simultaneously • Reasoning, problem solving and negotiation skills • Excellent communication skills (verbal & written) • Intermediate Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide sector specific support to municipalities and District Development Agencies to effectively drive LED in line with Provincial Policies with the following key responsibilities:- • Research, package and present sector specific projects in line with the provincial development frameworks (PGDS and PSEDs) • Support municipalities in monitoring and evaluating the impact of LED projects implementation • Manage the implementation of the directorates projects in line with Provincial catalytic programmes (e.g. RASET, SEZ, Phakisa, Aerropolis, etc) • Manage the sub-directorate efficiently and effectively.

DIRECTORATE : PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT
POST TITLE : DEPUTY DIRECTOR: DEVELOPMENT PARTNERSHIPS
SALARY : R733 257 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 4/2019 (PIIS)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum National Diploma in Development Studies/Public Administration/three year Bachelor Degree coupled with 3-5 years junior management experience in the development/ corporate social investment field.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of project and financial management • Knowledge of LED strategies and frameworks • Knowledge of legislation (PFMA, MFMA, PSR and PSA) • Knowledge of project packaging • Knowledge of monitoring and evaluation processes and systems • Knowledge of IDP, National and Provincial strategies relevant to LED • Knowledge of capacity building • Knowledge of PPP • Knowledge of policy analysis • Knowledge of interpretation of relevant and related legislation • Knowledge of awareness and understanding of local development programmes • Knowledge of research and analysis of data • Organisational skills including ability to prioritize work and handle multiple tasks simultaneously • Excellent research and marketing skills • Reasoning and problem solving skills • Analytical and negotiation skills • Problem solving skills • Report writing and presentation skills • Self-motivated and driven skills • Ability to meet deadlines • People and relationship management skills • Excellent communication skills (verbal & written) • Intermediate Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to develop strategic partnerships in the Province to drive LED initiatives with the following key responsibilities:- • Provide strategic planning, development and management of key LED partnerships in the province • Facilitate community beneficiation and partnerships in LED projects • Mobilise investment partners and funding towards the implementation of LED projects in line with PGDS, PSEDs • Manage the resources of the sub-directorate efficiently and effectively.

DIRECTORATE : PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT
POST TITLE : DEPUTY DIRECTOR: LED INSTITUTIONAL DEVELOPMENT
SALARY : R869 007 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 5/2019 (PIIS)

REQUIREMENTS:

The ideal candidate must be in possession of a 3 year Degree or equivalent in Economics, Development Planning/Development Studies/Public Administration/Management coupled with 3-5 years junior management experience in the development field, practical demonstration of knowledge and skills in the local economic development agenda and institutional development.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: • Knowledge and interpretation of legislation (PFMA, MFMA, PSR and PSA) • Knowledge of project and financial management • Knowledge of LED strategies and frameworks • Knowledge of monitoring and evaluation processes and systems • Knowledge of IDP, National and Provincial strategies relevant to LED • Knowledge of capacity building and policy analysis • Knowledge and understanding of local development programmes • Knowledge of research and analysis of data • Organisational skills including ability to prioritize work and handle multiple tasks simultaneously • Reasoning and problem solving skills • Research report writing and presentation skills • Problem solving skills • Self-motivated and driven skills • Ability to meet deadlines skills • People and relationship management skills • Excellent communication skills (verbal & written) • Intermediate Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide LED institutional capacity support to Municipalities and District Development Agencies with the following key responsibilities:- • Manage the implementation of LED Framework and Provincial LED strategies and develop policies and other strategies • Manage, coordinate and support rollout of LED empowerment initiatives • Support and monitor the District Development Agencies programme • Manage the resources of the sub-directorate.

DIRECTORATE : PROJECT IMPLEMENTATION AND INSTITUTIONAL SUPPORT
POST TITLE : DEPUTY DIRECTOR: PROJECT IMPLEMENTATION
SALARY : R869 007 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG / ULUNDI / WESTVILLE / UMNAMBITHI
REFERENCE : 6/2019 (PIIS)

REQUIREMENTS:

The ideal candidate must be in possession of a 3 year Bachelor's Degree or a minimum National Diploma in Development Planning/Development Studies/Public Administration/Public Management/Project Management coupled with 3-5 years junior management experience in the economic development field.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: • Knowledge of legislation (PFMA, MFMA, PSR and PSA) • Knowledge of project and financial management • Knowledge of LED strategies and frameworks • Knowledge of project packaging • Knowledge of monitoring and evaluation processes and systems • Knowledge of IDP, National and Provincial strategies relevant to LED • Knowledge of capacity building • Knowledge of interpretation of relevant and related legislation • Knowledge of awareness and understanding of local development programmes • Knowledge of research and analysis of data • Organisational skills including ability to prioritize work and handle multiple tasks simultaneously • Reasoning and problem solving skills • Analytical skills • Research report writing and presentation skills • Problem solving and negotiation skills • Self-motivated and driven • Ability to meet deadlines • People and relationship management skills • Excellent communication skills (verbal & written) • Intermediate Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to support and manage the implementation of LED projects within Municipalities with the following key responsibilities:- • Support municipalities with the development, refinement, implementation and monitoring of Municipal LED policies and implementation plans • Coordinate and support implementation of interventions at municipal level for the region in line with Provincial Programs and Objectives (e.g. Red Tape Reduction, RASET Operation Phakisa) • Monitor, evaluate and report progress in implementation of interventions and budget expenditure in projects funded by the Department • Provide regional reports and Liaise with relevant regional programme stakeholders from sector departments • Manage the resources of the sub-directorate efficiently and effectively.

ENQUIRIES : MS B MGUTSHINI
TELEPHONE : (033) 897 5656

CHIEF DIRECTORATE:
MUNICIPAL ADMINISTRATION AND GOVERNANCE

DIRECTORATE : MUNICIPAL GOVERNANCE
POST TITLE : DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE
SALARY : R869 007 PER ANNUM (ALL INCLUSIVE MIDDLE MANAGEMENT SERVICE PACKAGE)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (MG)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor Degree/ LLB in Legislative Drafting coupled with 5 years junior management experience and minimum of 8 years working knowledge and experience in local government environment after qualification.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of relevant legislation • Knowledge of legal framework in Local Government • Awareness and understanding of the municipal environment • Knowledge of conflict resolution • Knowledge of policy analysis • Knowledge of project management • Knowledge of research and development of legislation • Planning skills • Team development skills • Decision making and problem solving skills • Time management skills • Management of finances skills • Good communication skills (verbal & written) • Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following key responsibilities:- • Assess and monitor the executive authority of municipalities • Assess the municipal council institutional framework and administer the legislative processes associated therewith • Facilitate the regulating and processing of municipal electoral matters • Drafting of legal documents • Manage resources of the directorate efficiently and effectively.

ENQUIRIES : MR S DUMA
TELEPHONE : (033) 355 6311

OFFICE OF THE HEAD OF DEPARTMENT

DIRECTORATE : LEGAL SERVICES
POST TITLE : LEGAL ADMINISTRATION OFFICER
SALARY : R 473,820.00 – R 1,140,828 PER ANNUM (MR6)
CENTRE : PIETERMARITZBURG
REFERENCE : 1/2019 (LS)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Bachelor's Degree in legal / LLB coupled with minimum of 3-5 years' experience in the criminal and civil courts, law of evidence, legislative drafting and knowledge of labour law.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of English Language and Legal terminology • Wide knowledge of legal subjects and fields, for example the law of contracts and delict • Knowledge of resolution 1 of 2003 • Knowledge of Internet research ability • Knowledge of legislative drafting • Analytical ability to grasp context of problem skills • The ability to observe human behaviour to discern between truthfulness and lies skills • Drafting, training and presentation skills • Interpretation of statutes skills • Management skills • Good communication skills (verbal, written & negotiating) • Computer literacy in MS office with the ability to conduct research • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to render legal support services to the Department with emphasis on Traditional Affairs matters, with the following key responsibilities:- • Render legal advisory services • Render legal drafting services • Render dispute resolution services • Render legal administrative services.

ENQUIRIES : MR K W KUHN
TELEPHONE : (033) 395 2942

CHIEF DIRECTORATE:
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIRECTORATE : HUMAN RESOURCE ADMINISTRATION
POST TITLE : CHIEF REGISTRY CLERK: HUMAN RESOURCE
SALARY : R257 508 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 2/2019 (HRA)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Grade 12 coupled with minimum of 3-5 years extensive experience in the field of records management/registry services.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of governmental filing environment • Knowledge of information management • Knowledge of records management practices • Knowledge and understanding of filing systems • Knowledge of relevant standards as well as the statutory and regulatory framework • Good numerical skills • Ability to work under pressure • Managing performance skills • Supervisory or people management skills • Good communication skills (verbal & written) • Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide effective record keeping for the Human Resource Management and Development Chief Directorate in the Department of Cooperative Governance and Traditional Affairs with the following key responsibilities:- • To provide proper management, maintenance and application of the approved HR filing system • To regulate the receipt and flow of documentation within HRM&D • Ensure custody and care of all records within the HRM&D registry • Managing the disposal of HRM&D records • Provide advice and guidance to the staff and measure the performance of staff.

DIRECTORATE : HUMAN RESOURCE ADMINISTRATION
POST TITLE : PERSONNEL OFFICER: CONDITIONS OF SERVICE
SALARY : R173 703 PER ANNUM
CENTRE : PIETERMARITZBURG
REFERENCE : 3/2019 (HRA)

REQUIREMENTS:

The ideal candidate must be in possession of a minimum Grade 12.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Knowledge of the Public Service prescripts, Legislation, Policies and collective agreements relating to HRM • Practical demonstration of knowledge in the key responsibility areas • Knowledge of HR systems and their relation to other systems within the department • Knowledge of Persal • Interpersonal relations skills • Policy interpretation skills • Presentation skills • Problem solving and decision making skills • Good communication skills (verbal & written) • Computer literacy in MS office • A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to administer conditions of service for employees of the department with the following key responsibilities:- • Process appointments and transfers • Process exits • Attend to leave matters • Process long service awards, medical aid benefit schemes, housing allowance and IDOs.

ENQUIRIES : Adv. L Janse van Rensburg
TELEPHONE : (033) 395 2203

NOTE TO APPLICANTS:

Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: 330 Langalibalele Street, Pietermaritzburg for the attention of Ms N Ngqobo, Closing date: 03 May 2019 (Applications received after this date will not be accepted).

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

