



KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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Pietermaritzburg
3200

TO: ALL PROSPECTIVE EMPLOYEES

VACANCY CIRCULAR NO 03 OF 2025

1. This circular is issued in terms of section 65 (1) of the Public Service Regulations, 2016 as amended.
2. The content of this circular must without delay be brought to the notice of all eligible applicants.

CLOSING DATE: 25 April 2025

MRS NI VILAKAZI
HEAD OF DEPARTMENT

25/03/2025

DATE

APPLICATIONS:

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

Direct or hand deliver applications for all advertised posts to the address as indicated below: -

Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 **For Attention: Mrs PN Mkhize OR** apply online using <https://www.eservices.gov.za/> (**STHESHA WAYA WAYA**).

CLOSING DATE: 25 April 2025

NOTE: REFERENCE IS MADE TO DPSA CIRCULAR NO. 05 OF 2022:- The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre **using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department** and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. **Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources.** The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering **people with disabilities**. Appointment is subject to a positive outcome obtained on the following checks (**Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment**). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. **SMS Pre-entry certificate (Nyukela) is a prerequisite for appointment for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.** Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for successful candidates.

It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

POST: CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES

SALARY: Level 14: R1 436 022 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; **REF NO:** DSD01/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's degree (NQF Level 7) in Human Resource / Public Administration/ Public Management. A valid driver's license. Minimum of 5 years' experience at senior management in corporate services environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of Policy Analysis and Development, Knowledge management, Organizational behavior analysis, Strategic business management, National Development Plan, Provincial Growth and Development Strategy, Service Delivery Frameworks, Employee Performance Management and Development System. **SKILLS/CORE COMPETENCIES:** Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Language, Computer literacy, Numeracy, Driving. **DUTIES:** Manage and facilitate the provisioning of human resource administration services; Manage and facilitate the provision of security management and auxiliary as well as legal support services; Manage and facilitate the provision of labour relations and employee health and wellness programmes; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRES: Mrs NI Vilakazi (033 264 5402)

POST: DISTRICT DIRECTOR (2 POSTS)

SALARY: Level 13: R1 216 824 p.a. all-inclusive package

CENTER: Harry Gwala; REF NO: DSD02/03/2025Harry and iLembe Districts; REF NO: DSD03/03/2025iLembe

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Professions as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior managerial level. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Fraud Prevention Strategies, Welfare Laws, Non- Profit Organizations Act, Basic Conditions of Employment Act, Employee Performance Management and Development System, Public Participation, Service Delivery Frameworks, Social dynamics of KwaZulu-Natal Communities, Provincial Growth and Development Strategy. **SKILLS/CORE COMPETENCIES:** Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving. **DUTIES:** Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Manage resource and provide inputs to Policies

ENQUIRES: Ms PN Sithole (033 341 2010) Harry Gwala District
Ms A Mbatha (031 336 8703) iLembe District

POST: DIRECTOR: LABOUR RELATIONS

SALARY: Level 13: R1 216 824 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD04/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree (NQF Level 7) in Labour Relations / Human Resource Management/ Public Administration / Labour Law. A valid driver's license. Minimum of 5 years of experience at a middle/senior managerial level in Labour Relations environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Employment Equity Act; Administration of Justice Act; Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act; PSCWSBC and PHWSBC resolutions, Employee Performance Management and Development System. **SKILLS/CORE COMPETENCIES:** Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Policy analysis, Driving, Computer literacy, Numeracy. **DUTIES:** Manage disputes resolutions and collective bargaining; Manage disciplinary matters; Represent the Department at the relevant Departmental and the PSCBC/ PHSDSBC Forums; Manage the development and implementation of policies; Manage the resources of the Directorate.

ENQUIRES: Mr VW Gumede (033 264 2078)

POST: DIRECTOR: LEGAL SERVICES

SALARY: Level 13: R1 216 824 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD05/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Law (LLB). A valid driver's license. Minimum of 5 years of experience at middle/senior management in a legal environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Interpretation of laws (constitutional and statutory interpretation), Legal drafting and writing, Litigation management, including alternative dispute resolution, Legal research methodology, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Employee Performance Management and Development System. **SKILLS/CORE COMPETENCIES:** Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving. **DUTIES:** Manage the provision of contract drafting, editing and vetting services; Manage the provision of legislative review and legal compliance management; Manage the provision of litigation services; Manage the development and implementation of policies; Manage the resources of the directorate.

ENQUIRES: Mr VW Gumede (033 264 2078)

POST: DIRECTOR: QUALITY ASSURANCE

SALARY: Level 13: R1 216 824 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; **REF NO:** DSD06/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Profession as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 5 years of experience at middle/senior management level in the social work environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury Regulations, Research Methodology, Labour Relations Act, Employment Equity Act, Organizational behavior, Employee Performance Management and Development System. **SKILLS/ CORE COMPETENCIES:** Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme and project management, Knowledge management; Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication (verbal & written), Research, Presentation, Facilitation, Language, Policy analysis, Computer literacy, Numeracy, Driving. **DUTIES:** Develop, monitor and ensure adherence to minimum norms and standards; Ensure that programmes are accessible, efficient and are in line with Integrated Service Delivery Model(ISDM); Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and inputs to the Department policies; Manage resources of the directorate. **ENQUIRES:** Mrs PM Mhlongo (033 264 5417)

POST: SERVICE OFFICE MANAGER (03 POSTS)

SALARY: Level 12: R1003 890 p.a. all-inclusive package

CENTERS: Madadeni Service Office; **REF NO:** DSD07/03/2025 Madadeni

Richards Bay Service Office; **REF NO** DSD08/03/2025Richards

Osizweni Service Office: **REF NO** DSD09/03/2025 Osizweni

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu Natal communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development System. **SKILLS:** Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership skills, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language skills. **DUTIES:** Provide Social Welfare Services; Provide Community Development services; Ensure the provision of corporate support services; Ensure the implementation of departmental policies and other relevant legislation in the day-to-day running of the service office; Manage resources of the Service Office.

ENQUIRIES: Mrs. ZB Mdlalose (034 317 1254) Madadeni and Osizweni Service Offices

Mr BM Gumede (035 874 8602) Richards Bay Service Office

POST: FACILITY MANAGER (02 POSTS) NGWELEZANE AND UMLAZI CHILD AND YOUTH CARE CENTRES

SALARY: Level 12: R1003 890 p.a. all-inclusive package

CENTER: Ngwelezane Child and Youth Care: REF NO: DSD10/03/2025Ngwelezane CYCC

uMlazi Child and Youth Care: REF NO: DSD11/03/2025uMlazi CYCC

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 3-5 years junior managerial experience in social services. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Welfare Laws, Understanding of SASSA functions; Social dynamics of KwaZulu Natal communities; Knowledge of Human Resource Management; Labour Relations Act; Service Delivery frameworks, Public Participation; Community outreach; Employee Performance Management and Development Systems. **SKILLS:** Communication (verbal & written), Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counseling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language. **DUTIES:** Coordinate the delivery of social welfare services in the facility; Manage care and support services in the facility; Manage paramedical and support services; Ensure effective and efficient provision of corporate support services; Provide advice, guidance and input to policies; Manage resources of the Facility.

ENQUIRIES: Mr. BM Gumede (035 874 8502) Ngwelezane CYCC

Ms. NC Gebashe (031 336 8787) Umlazi CYCC

POST: DEPUTY DIRECTOR: CORPORATE SERVICES (2 POSTS)

SALARY: Level 11: R 849 702 p.a. all-inclusive package

CENTERS: AMAJUBA DISTRICT: REF NO: DSD12/03/2025Amajuba

KING CETSHWAYO DISTRICT: REF NO DSD13/03/2025King

REQUIREMENTS: QUALIFICATIONS: National Diploma / Bachelor's Degree in Financial Management/ Accounting/ Human Resource Management/ Public Administration/ Public Management. A valid driver's license. Minimum of 3-5 years junior management experience. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Supply Chain Management Practices and Procedures, Labour Relations Act, Human Resource Development Strategy for South Africa, Code of Conduct, PERSAL, BAS, Employee Performance Management and Development System, Basic Conditions of Employment Act, Service Delivery Frameworks, Occupational Health and Safety Act. **SKILLS:** Communication (written & verbal), Language, Listening, Decision making, Leadership, Planning, Interpersonal relations, Organizing, Analytical thinking, Problem solving, Project management, Presentation, Time management, Financial management, Report writing, Numeracy, Computer literacy, driving. **DUTIES:** Manage and facilitate the provision of human resource management services; Provide financial and management accounting services; Provide supply chain management services; Manage the provision of information communication and technology management services; Provide advice, guidance and input to policies; Manage resources of the sub-directorate.

ENQUIRES: Mrs. ZB Mdlalose (034 317 1254) Amajuba District

Mr BM Gumede (035 874 8602) King Cetshwayo District

POST: DEPUTY DIRECTOR: ASSETS, STORES AND DISPOSAL MANAGEMENT

SALARY: Level 11: R 849 702 p.a. all-inclusive package

CENTER Head office, Pietermaritzburg; REF NO: DSD14/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Supply Chain Management/ Financial Management/ Public Administration. A valid driver's license. Minimum of 3-5 years junior management experience in Asset Management Environment. **KNOWLEDGE:** - Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Hard-Cat System, Basic Accounting System, Supply Chain Management Framework Act, Asset Management Framework Act, Employee Performance Management and Development System. **SKILLS:** - Communication (written & verbal), Inter-personal relations, Report writing, Financial Management, Analytical, Innovative thinking, Problem solving, Conflict Management, Presentation, Computer Literacy, Driving. **DUTIES:** Manage the assets register; Ensure the management of fleet; Establish proper controls in the management of inventories, departmental cellphones and related devices; Develop policies and strategies aimed at improving stores and assets; Manage resources of the sub-directorate.

ENQUIRIES: Mr ESS Ndlovu (033 897 9901)

POST: DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATIONS & MAINTENANCE

SALARY: Level 11: R 849 702 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD15/03/2025HO

REQUIREMENTS: QUALIFICATIONS: A Bachelor's Degree in Property Management / Real Estate, A valid driver's license. Minimum of 3-5 years junior management experience in property management/real estate environment.

KNOWLEDGE: Constitution of Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Knowledge of BAS, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks.

SKILLS: Communication(written & verbal), Computer literacy, Presentation, Facilitation, Report writing, Interpersonal relations, Negotiation, Driving. **DUTIES:** Manage the acquisition of land and facilities, ensure an efficient and effective facilities management system, plan and prioritize the renovation and programmed maintenance on infrastructure, develop policies and strategies aimed at improving service delivery, manage resources of the sub-directorate.

ENQUIRIES: Mr ESS Ndlovu (033 897 9901)

POST: DEPUTY DIRECTOR: FINANCIAL MONITORING AND REPORTING

SALARY: Level 11: R 849 702 p.a. all-inclusive package

CENTRE: Head office, Pietermaritzburg; REF. NO: DSD16/03/2025HO

REQUIREMENTS: QUALIFICATIONS: A Bachelor's Degree in Financial Management/ Accounting, A valid driver's license. Minimum of 3-5 years junior management experience in Financial Management Environment.

KNOWLEDGE: Constitution of the Republic of South Africa; Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, Employee Performance Management and Development System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery Frameworks.

SKILLS: Communication (verbal and written), Report writing, Leadership, Computer literacy, Interpersonal relations, Problem solving, Financial management, Time management, Project management, Negotiation, Driving.

DUTIES: Manage financial monitoring services; Manage financial reporting services; Develop policies and strategies aimed at improving service delivery; Manage resources of the sub-directorate.

ENQUIRIES: Mrs. SD Mpanza (033 264 5441)

POST: DEPUTY DIRECTOR: POLICY COORDINATION

SALARY: Level 11: R 849 702 p.a. all-inclusive package

CENTRE: Head office, Pietermaritzburg; REF. NO: DSD18/03/2025HO

REQUIREMENTS: QUALIFICATIONS: National Diploma / Bachelor's Degree in Policy Development/Public Administration/Public Management. A valid driver's license. Minimum of 3-5 years junior management experience in Policy Development environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Government-Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Policy Analysis and Development, Labour Relations Act, Public Finance Management Act. **SKILLS:** Change management, Strategic planning, Analytical thinking, Interpersonal relations, Facilitation, Presentation, Financial management, Project management, Conflict management, Driving. **DUTIES:** Develop policy development frameworks, protocols and guidelines; Provide advisory services on policy development; Coordinate policy assessments, adoptions and approvals; Monitor the development and implementation of policies; Manage resources of the sub-directorate.

ENQUIRIES: Mr PR Madela (033 264 2645411)

POST: DEPUTY DIRECTOR: RESEARCH & DEMOGRAPHY

SALARY: Level 12: R1003 890 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD19/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Demography/Community Development / Development Studies. A valid driver's license. Minimum of 3-5 years' experience in junior management in research /demography/advocacy fields. **KNOWLEDGE:** - Constitution of the Republic of South Africa , Public Service Act , Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Research Methodology, Public Finance Management Act, Treasury Regulations, South African Population Policy, Knowledge of Policy analysis and development, Community Development, National Development Plan, Provincial Growth and Development Plan, Social dynamics of KwaZulu-Natal communities, Organizational behavior analysis , Service Delivery frameworks , Employee Performance and Management Systems. **SKILLS:** - Communication (verbal and written), People Management and Empowerment, Interpersonal relations, Change management, Report writing, Analytical thinking, Research, Presentation, Facilitation, Time management, Problem solving, Policy analysis and development, Financial Management, Programme and Project Management, Language, Computer literacy, Numeracy, Driving. **DUTIES:** Manage population and development related research; Collaborate with government departments and research units; Monitor population related research, policy development and planning; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-Directorate.

ENQUIRIES: Dr NC Dlamini (033 264 2280)

POST: MANAGER SOCIAL WORK POLICY: CRIME PREVENTION AND SUPPORT SERVICES

SALARY: Grade 1: R 920 082 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD20/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker, Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. Minimum of 10 appropriate experience in social work after registration as a Social Worker with SACSSP of which five (5) years must be appropriate experience in social work policy development environment. **KNOWLEDGE:** - Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional counselling, Research methodology, Service delivery frameworks, Policy development and analysis, Ability to compile complex reports, Non-Profit Organizations Act, Basic Conditions of Employment Act, Procurement Act, Employee Performance Management and Development System. **SKILLS:** - Interpersonal relations, Teamwork, Computer, Planning and Organizing, Language, Communication (verbal and written), Numeracy. **DUTIES:** Keep up to date with new developments in the crime prevention and support field; Plan and ensure that crime prevention and support policy research and developments are undertaken; Develop policies and strategies relevant to crime prevention and support; Manage resources of the Sub-Directorate.

ENQUIRIES: Mr PK Chetty (033 264 2011)

POST: MANAGER SOCIAL WORK POLICY: CARE AND SUPPORT SERVICES TO FAMILIES

SALARY: Grade 1: R 920 082 p.a. all-inclusive package

CENTER: Head office, Pietermaritzburg; REF NO: DSD21/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Service Professions as a Social Worker. A valid driver's license. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work policy development environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Procurement Act, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis, Non-Profit Organizations Act, Labour Relations Act, Basic Conditions of Employment Act, Ability to compile complex reports and Employee Performance Management and Development System. **SKILLS:** Change management, Counseling, Problem solving and analysis, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Financial management, Research, Networking, Presentation, Facilitation, Monitoring and evaluation, People management, Programme and Project management, Driving, Computer literacy and Numeracy. **DUTIES:** Facilitate the development of policies and strategies relevant to care and support services to families; Plan and ensure that care and support policy research and development are undertaken; Keep up to date with new developments in the care and support services to families; Manage resources of the Sub-Directorate.

ENQUIRIES: Mr RV Khoza (033 341 7907)

POST: MANAGER COMMUNITY DEVELOPMENT POLICY: INSTITUTIONAL CAPACITY BUILDING

SALARY: Grade 1: R 920 082 p.a. all-inclusive package

CENTRE: Head office, Pietermaritzburg; REF. NO: DSD22/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Community Development/Development Studies. A valid driver's license. Minimum of 10 years' experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in Community Development. **KNOWLEDGE:** Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Labour Relation Act; Basic Conditions of Employment Act, Employee Equity Act, Research Methodology, Public Finance Management Act; Treasury Regulations, National Development Plan, Provincial Growth and Development Plan, Millennium Development goals, Community development; Integrated Development Planning; Ability to compile complex reports; Project Management principles, Employee Performance Management and Development System.

SKILLS: Communication (verbal and written), Interpersonal, Project Management, Organizational, Analytical, Policy analysis and development, Financial management, Time management; Report writing, Research; Presentation, Facilitation, Problem solving; Language, Computer Literacy, Numeracy and Driving.

DUTIES: Develop/ facilitate the development of policies for rendering Institutional Capacity Building services; Plan and ensure that Institutional Capacity Building policy research are undertaken; Keep up to date with new development in the Institutional Capacity Building field; Manage resources of Sub-Directorate.

ENQUIRIES: Dr ML Ngcongco (033 264 2169)

POST: COMMUNITY DEVELOPMENT POLICY DEVELOPER: NPO SUPPORT

SALARY: Grade 1: R367 878 p.a.

CENTRE: Head office, Pietermaritzburg; REF. NO: DSD23/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Community Development/ Development Studies. A valid driver's license. Minimum of 8 years of experience in Community Development after obtaining the required qualification.

KNOWLEDGE: Constitution of the Republic of South Africa; Public Service Act, Public Service Regulations; Public Finance Management Act; Treasury Regulations, Research Methodology, Service Delivery Frameworks, Basic Conditions of Employment Act, Employment Equity Act, Youth Development Policy, National Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community Development and Project Management Principles. **SKILLS:** Communication (verbal and written), Interpersonal, Project Management, Organizational, Report writing, Analytical, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer Literacy, Numeracy and Driving.

DUTIES: Develop, implement and maintain the NPOs support policies; Conduct research and development; Keep up to date with new development of the NPOs; Perform the administrative function required in the unit.

ENQUIRIES: Dr ML Ngcogo (033 264 2169)

POST: SOCIAL WORK POLICY DEVELOPER: QUALITY ASSURANCE

SALARY: Grade 1: R429 573 p.a.

CENTER: Head office, Pietermaritzburg; REF NO: DSD24/03/2025HO

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work, Registration with the South African Council for Social Service Professions as a Social Worker; Only Shortlisted candidates will submit Proof of current registration with South African Council for Social Services Profession as a Social Worker; a valid driver's license. Minimum of 8 years' experience in social work after registration as a Social Worker with the SACSSP. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Policy Development and Analysis; Ability to compile complex reports. **SKILLS:** Change management, Problem solving, Report writing, Policy development, Planning and organizing, Communication (verbal and written), Interpersonal relations, Financial management, Presentation, Facilitation, Monitoring and evaluation, Project management, Language, Computer literacy; Numeracy; Driving.

DUTIES: Keep up to date with new developments in the quality assurance field; Conduct research and development; Develop, implement and maintain policies relevant to quality assurance; Perform the administration functions required in quality assurance.

ENQUIRIES: Ms VHT Ngcamu (033 264 2058)

POST: SOCIAL WORK SUPERVISOR: (60 POSTS)

SALARY: Grade 1: R 452 667 p.a.

CENTERS: Durban; REF NO: DSD25/03/2025DURBAN;
Inanda (2); REF NO:DSD26/03/2025INANDA;
Phoenix (2) : REF NO:DSD27/03/2025PHOENIX;
Chartswoth: REF NO:DSD28/03/2025 CHARTWOTH;
Mpumalanga: REF NO:DSD29/03/2025MPUMALANGA;
Bhamshele: REF NO:DSD30/03/2025BHAMSHELE;
Ndwedwe: REF NO:DSD31/03/2025NDWEDWE;
Mandeni: REF NO:DSD32/03/2025MANDENI;
Pietermaritzburg (3): REF NO:DSD33/03/2025PIETERMARITZBURG;
Vulindlela: REF NO:DSD34/03/2025VULINDLELA;
Mkhambathini: REF NO:DSD35/03/2025MKHAMBATHINI;
Richmond: REF NO:DSD36/03/2025RICHMOND;
Impendle: REF NO:DSD37/03/2025IMPENDLE;
Umngeni: REF NO:DSD38/03/2025UMNGENI;
Umshwathi: REF NO:DSD39/03/2025UMSHWATHI;
Greater Kokstad: REF NO:DSD40/03/2025GREATER;
Ubuhlebezwe: REF NO:DSD41/03/2025 UBUHLEBEZWE;
Ingwe: REF NO:DSD42/03/2025INGWE;
Umuziwabantu: REF NO:DSD43/03/2025UMUZIWABANTU;
Ezingolweni (2): REF NO:DSD44/03/2025EZINGOLWENI;
Gamalakhe: REF NO:DSD45/03/2025GAMALAKHE;
Umzumbe: REF NO:DSD46/03/2025UMZUMBE;
Umdoni: REF NO:DSD47/03/2025UMDONI;
Vulamehlo: REF NO:DSD48/03/2025VULAMEHLO;
Umtshezi: REF NO:DSD49/03/2025UMTSHEZI;
Zakheni: REF NO:DSD50/03/2025ZAKHENI;
Ndumeni: REF NO:DSD69/03/2025NDUMENI;
Nquthu (2): REF NO:DSD51/03/2025NQUTHU;
Msinga (2): REF NO:DSD52/03/2025MSINGA;
Greytown: REF NO: DSD53/03/2025GREYTOWN;
Kranskop: REF NO:DSD54/03/2025KRANSKOP;
Newcastle: REF NO:DSD55/03/2025 NEWCASTLE;
Madadeni: REF NO:DSD56/03/2025MADADENI;
Osizweni: REF NO:DSD57/03/2025OSIZWENI;
Danhhauser: REF NO:DSD58/03/2025DANHHAUSER;
Babanango: REF NO:DSD59/03/2025BABANANGO;
Edumbe: REF NO:DSD60/03/2025EDUMBE;
Mahlabathini: REF NO:DSD61/03/2025MAHLABATHINI;
Mondlo: REF NO:DSD62/03/2025 MONDLO;
Nongoma (2): REF NO:DSD63/03/2025NONGOMA;
Mbazwane: REF NO:DSD64/03/2025MBAZWANE;
Ubombo (2): REF NO:DSD65/03/2025UBOMBO;
Ingwavuma: REF NO:DSD66/03/2025 INGWAVUMA;
KwaNgwanase: REF NO:DSD67/03/2025KWANGWANASE;
Hlabisa: REF NO:DSD68/03/2025HLABISA;
Lower Umfolozi: REF NO:DSD70/03/2025LOWER;
Ongoye: REF NO:DSD71/03/2025ONGOYE;
Richards Bay: REF NO:DSD72/03/2025RICHARDS;
Inkandla (2): REF NO:DSD73/03/2025INKANDLA;
Melmoth Service Offices: REF NO:DSD74/03/2025MELMOTH

REQUIREMENTS: QUALIFICATIONS: Bachelor's Degree in Social Work. Registration with the South African Council for Social Services as a Social Worker. Only Shortlisted candidates will submit Proof of Current Registration with the South African Council for Social Services as a Social Worker. A valid driver's license. Minimum of 7 years recognizable experience in Social Work after registration as a Social Worker with the SACSSP. **KNOWLEDGE:** Public Service Act, Public Service Regulations, Batho-Pele Principles, Knowledge and understanding of human behavior and social systems. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their functioning and their problem solving capabilities, The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively, The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves, The ability to mentor and coach Social Workers Grade 1, Employee Performance Management and Development System. **SKILLS:** Communication (verbal and written), Listening, Interpersonal, Computer Literacy, Research, Problem solving, Report writing, Time management, Presentation, Facilitation, Counselling, Numeracy, Language, Driving. **DUTIES:** Ensure that social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes is rendered; Supervise and advice Social Workers, Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher - level administrative functions.

ENQUIRES:

Mrs RM Ntombela (031 336 8776) Inanda; Phoenix

Ms NC Gebashe (031 336 8787) Chartswoth; Mpumalanga

Ms R Singh (031 336 8727) Bhamshela; Ndwedwe; Mandeni

Ms NR Nala (033 341 7903) Pietermaritzburg; Vulindlela; Mkhambathini; Richmond; Impendle; Umngeni; Umshwathi

Ms NND Dlungwane (039 259 7027) Greater Kokstad; Ubuhlebezwe; Ingwe

Mrs TFP Khuzwayo (039 682 7506) Umuziwabantu; Ezingolweni; Gamalakhe; UMzumbe; UMDoni; Vulamehlo

Ms NP Mhlongo (036 634 6600) Umtshezi; eZakheni

Ms RZ Lushaba (034 299 7578) Nquthu; Msinga; Greytown; Kranskop

Mrs ZB Mdialose (034 317 1254) Amajuba District Newcastle; Madadeni; Osizweni; Danhhauser

Mrs SH Mfeka (035 874 8506) Babanango; Edumbe; Mahlabathini; Mondlo; Nongoma

Ms DN Mbonambi (035 571 1000) Mbazwane; Ubombo; Ingwavuma; Kwangwanase; Hlabisa; KwaMsane

Mr BM Gumede (035 874 8602) Lower Umfolozi; Ongoye; Richards Bay; Inkandla (2); Melmoth Service Offices

POST: ASSISTANT DIRECTOR: INVENTORY MANAGEMENT

SALARY: Level 9: R444 036 p.a.

CENTER: Head office, Pietermaritzburg: REF NO: DSD75/03/2025HO

REQUIREMENTS: QUALIFICATIONS: A Bachelor's Degree in Financial Management/ Supply Chain Management/ Public Management/ Public Administration, A valid driver's license. Minimum of 3-5 years administration experience in inventory/stores/asset management environment. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Knowledge/ understanding of Stores and Assets Management Systems as well as Supply Chain Management Practices and Procedures; Employee Performance Management and Development System. **SKILLS:** Communication (verbal & written); Project management; Computer literacy; Interpersonal relations; Problem solving; Interviewing; Analytical thinking; Presentation; Organizing; Driving. **DUTIES:** Ensure management of Departmental cellphones and other devices; Monitor the inventory register of the department; Exercise control over stores and assets and verify stock taking; Ensure that disposal is conducted effectively; Provide advice, guidance and input to policies; Manage resources of the Division.

ENQUIRIES: Mr ESS Ndlovu (033 897 9901)

POST: ASSISTANT DIRECTOR: MONITORING AND PERFORMANCE REPORTING

SALARY: Level 9: R444 036 p.a.

CENTER: Head office, Pietermaritzburg: REF NO: DSD76/03/2025HO

REQUIREMENTS: QUALIFICATIONS: A National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Sciences. A valid driver's license. Minimum of 3-5 years administrative experience in monitoring and evaluation. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Government- Wide Monitoring and Evaluation System, Framework for Strategic Planning and Annual Performance Plan, Impact assessment, Provincial Growth and Development Plan **SKILLS:** Analytical thinking, organizing, Problem solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving. **DUTIES:** Analyse and manage data for institutional and programme performance to produce quarterly and annual reports;

Coordinate the Department Annual Communication with Auditors; Facilitate the implementation and maintenance of electronic institutional monitoring system; Coordinate monitoring functions between the Department and its oversight bodies; Provide advice, guidance and inputs to policies; Manage resources of the Division.

ENQUIRIES: Mr PR Madela (033 264 2645411)

POST: ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING DIVISION (3 posts)

SALARY: Level 9: R444 036 p.a.

CENTERS: Amajuba District: REF NO DSD77/03/2025Amajuba;

uMzinyathi District: REF NO DSD78/03/2025Umzinyathi;

uMgungundlovu District: REF NO DSD104/03/2025Umgungundlovu

REQUIREMENTS: QUALIFICATIONS: A Bachelor's Degree in Financial Management/ Accounting Management. A valid driver's license. Minimum of 3-5 years administrative experience in Financial Management. **KNOWLEDGE:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS); National and Provincial Treasury Practice Notes, Labour Relations Act, PERSAL, Employee Performance Management and Development System. **SKILLS:** Language, Listening, Computer literacy, Presentation; Interpersonal, Driving, Report writing, Problem solving, Analytical thinking, Communication (written & verbal), Financial Management, Time management, Numeracy. **DUTIES:** Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage physical facilities; Provide advice, guidance and inputs to policies; Manage resources of the Division.

ENQUIRIES:

Mrs ZB Mdlalose (034 317 1254) Amajuba District

Ms RZ Lushaba (034 299 7578) uMzinyathi District

Ms NR Nala (033 341 7903) uMgungundlovu District

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (4 posts)

SALARY: Level 9: R444 036 p.a.

CENTERS: eThekweni South District: REF NO: DSD80/03/2025Eth South;

Zululand District: REF NO: DSD81/03/2025Zululand;

uGu District: REF NO DSD82/03/2025UGu;

King Cetshwayo District: REF NO: DSD83/03/2025King

REQUIREMENTS: QUALIFICATIONS: National Diploma/ Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management. PERSAL certificate. A valid Driver's License. Minimum of 3-5 years human resource administrative experience. **KNOWLEDGE:** Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Service Delivery Frameworks, Occupation Health and Safety Act, Collective Agreements. **SKILLS:** Communication (written & verbal), Language, Listening, Organizing, Report writing, Computer literacy, Interpersonal relations, Problem solving, Time management, Project Management, Presentation, Negotiation, Financial management, Driving. **DUTIES:** Provide human resource administration services; Administer the provisioning of human resource development; Administer labour relations services; Administer employee wellness programmes; Administer PERSAL support services; Provide advice, guidance and inputs to policies; Manage the resources of the component.

ENQUIRIES:

Ms NC Gebashe (031 336 8787) EThekweni South District

Mrs SH Mfeka (035 874 8506) Zululand District

Ms TFP Khuzwayo (039 682 7562) UGu District

Mr BM Gumede (035 874 8602) King Cetshwayo District

POST: Audio-Visual Specialist

SALARY: Level 9: R 444 036 p.a.

CENTRE: Head Office, Pietermaritzburg: REF. NO: DSD79/03/2025HO

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Audio Visual / Photography. A valid driver's license. Minimum of 3-5 years' experience in video and photographic production and editing environment. **Knowledge:** Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Promotion of Access to Information Act. **Skills:** Analytical thinking, Organizing, Problem Solving, Communication (written & verbal), Computer literacy, Presentation, Interpersonal relations, Driving. **DUTIES:** Capture photographic material; Capture video material; Establish and manage photographic, audio and video library; Formulate audio-visual or related media advancements; Oversee and offer technical expertise on audio-visual material; Manage resources of the division.

ENQUIRIES: Ms PT Dlamini (033 341 9681)

POST: State Accountant: Financial and Management Accounting (8 posts)

SALARY: R 376 413 p.a. Level 8

CENTERS: eThekweni South District (2): REF NO: DSD85/03/2025ETHEKWINI SOUTH;

iLembe District: REF NO DSD86/03/2025ILEMBE;

Harry Gwala District: REF NO DSD87/03/2025HARRY GWALA;

uGu District: REF NO DSD88/03/2025UGU;

uThukela District: REF NO DSD89/03/2025UTHUKELA;

uMzinyathi District: REF NO DSD90/03/2025UMZINYATHI;

uMkhanyakude District: REF NO DSD92/03/2025UMKHANYAKUDE

REQUIREMENTS: QUALIFICATIONS: National Diploma in Financial Management/ Accounting. Minimum of 1-2 years administrative experience in the financial management field, A valid driver's license. **KNOWLEDGE:** Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management and Development System, National and Provincial Treasury practice notes. **SKILLS:** Computer literacy, Report writing, Problem solving, Analytical, Interpersonal Relations, Planning and organizing, Communication, Financial Management, Driving, Numeracy/ accounting. **DUTIES:** Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.

ENQUIRES:

Ms NC Gebashe (031 336 8787) EThekweni South District

Ms NW Dladla (031 336 8727) iLembe District

Ms NND Dlungwane (039 259 7027) Harry Gwala District

Ms TFP Khuzwayo (039 682 7562) UGU District

Ms NP Mhlongo (036 634 6600) (036 636 1000) UThukela District

Ms RZ Lushaba (034 299 7578) uMzinyathi District

Ms DN Mbonambi (035 571 1000) uMkhanyakude District

POST: PERSONAL ASSISTANT: (8 posts)

SALARY: R 308 154 p.a. Level 7

CENTRES: CD: Social Welfare & Restorative Services: REF. NO: DSD94/03/2025CD Restorative;

CD Northern Cluster: REF. NO:DSD95/03/2025CD Northern Cluster;

CD Midlands Cluster: REF. NO:DSD96/03/2025CD Midlands Cluster;

Director: eThekweni South District: REF. NO:DSD97/03/2025DirectorETS;

Director: Amajuba District: REF. NO:DSD98/03/2025DirectorAMAJ;

Director: Zululand District: REF. NO:DSD99/03/2025DirectorZUL;

Director: uMkhanyakude District: REF. NO:DSD100/03/2025DirectorUMKH;

Director: UGU District: REF. NO: DSD101/03/2025DirectorUGU

REQUIREMENTS: QUALIFICATIONS: National Diploma in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. Minimum of 3 – 5 years' experience in rendering a support service to senior management. **KNOWLEDGE:** Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. **SKILLS:** Language, Good telephone etiquette, Computer literacy, Sound organizational behavior, Communication (verbal & written), Numeracy. **DUTIES:** Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the senior management regarding meetings; Support the senior manager with the administration of the budget; Study the relevant Public Service and departmental prescripts/ policies and other documents.

ENQUIRIES:

Mrs PN Mkhize (033 264 2079) CD: Social Welfare & Restorative Services

Mrs FN Ntombela (035 874 4561) CD Northern Cluster

Mr PP Ndaba (036 636 1000) CD Midlands Cluster

Ms NY Mthembu (017 735 3822) Amajuba District

Mrs FN Ntombela (035 874 4561) Zululand District

Ms TN Ndlovu (031 336 8705) eThekweni South District

Mr SS Mngomezulu (035 571 1000) uMkhanyakude District

Mr S Govender (039 682 7506) UGU District

POST: Service Monitor (3 posts)

SALARY: R 308 154 p.a. Level 7

CENTRE: Head office, Pietermaritzburg: REF. NO: DSD102/03/2025HO

REQUIREMENTS: QUALIFICATIONS: National Diploma/ Bachelor's Degree in Public Administration/ Public Management/ Monitoring and Evaluation/ Social Science. A Valid Driver's License, A minimum of one-year experience in monitoring and evaluation/ quality assurance/ performance monitoring. **KNOWLEDGE:** Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations,

Service Delivery Frameworks, Government- wide Monitoring & Evaluation System, Framework for Strategic planning & Annual Performance Plan, Impact Assessment, Provincial Growth & Development Plan. **SKILLS:** Analytical thinking, Computer literacy, Driving, Report Writing, Problem solving, Presentation, Organizing, Communication (verbal & written), Time management, Numeracy. **DUTIES:** Implement a monitoring and evaluation framework with regards to monitoring in the department and NPO's; Conduct monthly verifications sessions; Conduct quarterly validations sessions; Produce and disseminate information/ reports on Monitoring and Evaluation outcomes, techniques, processes and tools to relevant stakeholders; Co-ordinate the flow of performance information reporting.

ENQUIRIES: Mr PR Madela (033 264 5411)

POST: Driver/Messenger

SALARY: R 183 279 p.a. Level 4

CENTER: Head office, Pietermaritzburg: REF NO: DSD103/03/2025EXEC

REQUIREMENTS: **QUALIFICATIONS:** Grade 10, Minimum of 7-12 months experience in driving. **KNOWLEDGE:** Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements 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 functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. **SKILLS:** Language; Writing; Computer Literacy; Driving; Communications (verbal & written); Interpersonal; Planning; Organizing. **DUTIES:** Drive light and medium vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timeously; Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/ messenger service in the office.

ENQUIRIES: Ms NHP Khanyile (033 264 5402)