



## KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

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File No. : 35931

Human Resource Administration  
2<sup>nd</sup> Floor, Room 226, Old Building  
174 Mayora Walk, Private Bag X 9141  
Pietermaritzburg  
3200

**TO: ALL PROSPECTIVE EMPLOYEES**

### VACANCY CIRCULAR NO. 04 OF 2022

1. This circular is issued in terms of the recruitment measures contained in section 65(1) of the Public Service Regulations, 2016 as amended.
2. The content of the circular must without delay be brought to the notice of all eligible applicants.
3. **CLOSING DATE: 09 December 2022**

  
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**HEAD OF DEPARTMENT**  
**DEPARTMENT OF SOCIAL DEVELOPMENT**

*09/12/2022*  
.....  
**DATE**

**APPLICATIONS:****PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT**

Direct or hand deliver applications to the addresses as indicated below: -

~~For~~ **Head Office:** Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 **For Attention: Ms PN Mkhize.**

**CLOSING DATE: 09 December 2022 (Applications received after this date will not be accepted)**

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. This is a Re-advertised post, applicants who previously applied are encouraged to re-apply.** Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering **people with disability**. 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). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency based assessment, technical assessment, **SMS Pre-entry certificate (Nyukela) is a prerequisite for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and to disclose financial interests in accordance with relevant prescripts. 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.**

**POST: CHIEF FINANCIAL OFFICER (Re-advertisement)**

**REF: NO. DSD01/04/2022HO**

**SALARY: R 1 269 951p.a. Level 14 (all-inclusive remuneration package)**

**CENTRE: Head Office, Pietermaritzburg**

**REQUIREMENTS: Qualifications:** A Bachelor's Degree (NQF -Level 7) in Accounting/ Financial Management); A minimum of 5 years' experience at a Senior Management Level in the financial management environment; A valid driver's license. **Knowledge:** Extensive knowledge and understanding of the Public Finance Management Act; Treasury Regulations; Generally Recognized Accounting Practice; Supply Chain Management Practices and Procedures, Instruction Notes; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act; Construction Industry Development Board; Government Immovable Asset Management Act(GIAMA)Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act, Employee Performance Management and Development System, **Skills/ Core Competencies:** Strategic capability and leadership; People management and empowerment; Financial management; Change management; Service delivery innovation; Programme and Project management; Team building/motivation; Problem solving and analysis; Policy analysis and development; Computer literacy; Communication, Presentation and Negotiation.

**DUTIES:** Ensure effective and efficient management of Financial Accounting Services; Ensure effective provisioning of Management Accounting Services; Manage the provisioning of financial reporting and internal control services; Ensure the provision of Supply Chain Management services; Ensure the provision of infrastructure management; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department; Manage resources of the Chief Directorate.

**ENQUIRIES: Mrs NI Vilakazi (033 264 5402)**