



KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Fax : (033) 341 7953
Telephona/ Ucingo /Telefoon : (033) 264 2079
Enquiries / Imibuzo / Navrae : Mrs FN Mkhize
E-mail : Nomusa.mkhize@kzndsd.ov.za
File No. : S5/3/1

Human Resource Administration
2nd Floor, Room 202, Old Building
174 Mayors Walk, Private Bag X 9144
Pietermaritzburg
3200

TO: ALL PROSPECTIVE EMPLOYEES

VACANCY CIRCULAR NO. 06 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**



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

23/11/2022
DATE



KWAZULU-NATAL PROVINCE

**SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA**

APPLICATIONS:

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

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

Ethekwini South District: Department of Social Development, Private Bag X1503, Durban, 4000 or hand deliver to 16 Dr Goonam Street and can be dropped off inside recruitment box on the 8th Floor, Durban 4000 **For Attention: Ms TN Ndlovu.**

CLOSING DATE: 09 December 2022

NOTE: REFERENCE IS MADE TO DPSA CIRULAR 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.** 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 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: STATE ACCOUNTANT (2 posts)- 12 months contract

REF: NO. DSD01/06/2022ETHS

SALARY: R 269 214 p.a. Level 07

CENTRE: ETHEKWINI SOUTH

REQUIREMENTS: **Qualifications:** National Diploma/ Bachelor's Degree in Financial Management/ Accounting; 3-5 years' experience in Financial Management. **Knowledge:** Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System (BAS); Labour Relations Act; PERSAL; Employee Performance Management and Development System, National and Provincial Treasury Practice Notes. **Skills:** Communication; Interpersonal relations; Planning and organizing; Analytical; Problem solving; Financial management; Driving; Numeracy/ Accounting; Report writing; Computer literacy.

DUTIES: Undertake budgetary and revenue control services; Undertake expenditure control services by preparing sundry and creditor payments and ensure safe keeping of payment stubs and paid vouchers; Administer suspense accounts, debts loss services; Administer salaries, petty cash and payroll; Supervise and provide guidance and personnel.

ENQUIRIES: Mr KN Mkhize (031 336 8728)