



KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

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File No.	: S5/3/1	3200

TO: ALL PROSPECTIVE EMPLOYEES

VACANCY CIRCULAR NO. 05 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: 23 December 2022**



**HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT**

16 / 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: -

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: 23 December 2022

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.** 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, 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: DEPUTY DIRECTOR: ORGANIZATIONAL RISK MANAGEMENT SERVICES

REF: NO. DSD01/05/2022HO

SALARY: R 766 584 p.a. Level 11 (all-inclusive remuneration package)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: Qualifications: Bachelor's Degree in Risk Management/ Internal Auditing/ Financial Management; 3-5 years' Junior Management experience in the risk management/auditing environment; A valid driver's license. **Knowledge:** Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Committee of Sponsoring Organizations; Public Sector Risk Management Framework, 2010; Senior Management Handbook, 2003; Financial Disclosure Framework; Prevention and Protection of Criminal Activities Act; Criminal Procedure Act; Labour Relations Act; Employee Performance Management and Development System. **Skills:** Communication; Interpersonal relations; Listening; Programme and Project Management; Problem solving; Analytical; Organizational; Presentation; Facilitation; Financial management; Language; Computer; Numeracy and Driving.

DUTIES: Develop and monitor the implementation of the organizational risk management plan, Manage the identification of risk areas and promote fraud alert campaigns; Facilitate the capacity building of departmental staff on organizational risk management; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.

Mr SP Nxumalo (033 348 5573)

POST: ASSISTANT DIRECTOR: INTERNAL AUDIT

REF: DSD02/05/2022HO

SALARY: R 393 711.00 p.a. Level 09

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: Qualifications: Bachelor's Degree in Risk Management/ Internal Auditing/ Financial Management; 3-5 years' experience in auditing/ Financial management environment; A valid driver's license. **Knowledge:** Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Internal Audit Framework; Committee of Sponsoring Organizations; Prevention and Protection of Criminal Activities Act, Criminal Procedure Act; Public Sector Risk Management Framework; Senior Management Handbook; Financial Disclosure Framework; **Skills:** Communication; Interpersonal relations; Listening; Programme and Project Management; Problem solving; Analytical thinking; Organizational; Presentation; Facilitation; Policy analysis; Financial management; Language; Computer; Numeracy and Driving.

DUTIES: Administer audit planning; Perform, lead and supervise audit investigations; Prepare draft audit and investigation reports; Provide advice, guidance and inputs to policy; Manage resources of the division.

ENQUIRIES: Mr SP Nxumalo (033 348 5573)

POST: ASSISTANT DIRECTOR: ORGANIZATIONAL RISK MANAGEMENT SERVICES

REF: NO. DSD03/05/2022HO

SALARY: R 393 711.00 p.a. Level 09

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: Qualifications: Bachelor's Degree in Risk Management/ Internal Auditing/ Financial Management; 3-5 years' experience in Risk Management/ Internal Auditing/ Financial management environment; A valid driver's license. **Knowledge:** Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Financial Disclosure Framework; Public Sector Risk Management Framework; Committee of Sponsoring Organizations; Prevention and Protection of Criminal Activities Act, Criminal Procedure Act; Labour Relations Act; Basic Conditions of Employment Act. **Skills:** Communication; Interpersonal relations; Listening; Project Management; Problem solving; Analytical; Organizational; Presentation; Facilitation; Financial management; Risk management; Language; Computer literacy; Numeracy and Driving.

DUTIES: Implement risk management strategy/plan; Identify risk areas and promote fraud alert campaigns; Monitor implementation of risk management practices; Support and advice the department in respect of risk management; Provide advice, guidance and inputs to policies; Manage resources of the division.

ENQUIRIES: Mr SP Nxumalo (033 348 5573)

POST: STATE ACCOUNTANT (2 posts)

REF: NO. DSD04/05/2022HO

SALARY: R 269 214 p.a. Level 07

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Internal Auditing/ Financial Management; 1-2 years' experience in internal audit or risk management environment. **Knowledge:** Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Financial Disclosure Framework; Public Sector Risk Management Framework; Committee of Sponsoring Organizations; Prevention and Protection of Criminal Activities Act, Criminal Procedure Act; Labour Relations Act; Basic Conditions of Employment Act. **Skills:** Communication; Interpersonal relations; Planning and organizing; Analytical thinking; Presentation; Time management; Problem solving; Financial management; Language, Numeracy; Computer and Driving.

DUTIES: Provide risk assessment sessions and keep documents during the process of risk assessments; Compile and update risk register; Co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.

ENQUIRIES: Mr SP Nxumalo (033 348 5573)