



## KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

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File No. : S5/3/1

Human Resource Administration  
2<sup>nd</sup> Floor, Room 226, Old Building  
174 Mayors Walk, Private Bag X 9144  
Pietermaritzburg  
3200

**TO: ALL PROSPECTIVE EMPLOYEES**

### VACANCY CIRCULAR NO 5 OF 2023

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.
3. **CLOSING DATE: 28 July 2022**

  
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**HEAD OF DEPARTMENT  
DEPARTMENT OF SOCIAL DEVELOPMENT**

04/07/2023  
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 or email to:- kznjobs@kzndsd.gov.za. **For Attention: Ms PN Mkhize.**

**CLOSING DATE: 28 July 2023**

**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 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 practices 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: SECURITY MANAGEMENT SERVICES**

**REF: NO. DSD011/05/2023 HO**

**SALARY: R 811 560 p.a. Level 11** (all-inclusive remuneration package)

**CENTRE: Head Office, Pietermaritzburg**

**REQUIREMENTS: Qualifications:** National Diploma/ Bachelor's Degree in Security Management/ Police Science; 3-5 years' junior management experience in Security Management environment; A valid driver's license. **Knowledge:** Constitution of the Republic of SA; Public Service Act and Regulations; Occupational Health and Safety Act; Control of Access to Public Premises and Vehicle Act; Minimum Information Security Standards document; Basic Conditions of Employment Act; Labour Relations Act; Public Finance Management Act; Promotion of Administration Justice Act; Employment Equity Act; Employee Performance Management and Development System. **Skills:** Communication; Writing; Computer literacy; Driving; Leadership; Project Management; Problem solving; Interpersonal relations; Networking; Time management; Analytical thinking; Planning; Organizing.

**DUTIES:** Manage investigation relating to security breaches and advise management on security threats; Liaise with SAPS, State Security Agency (SSA) and other agencies on security matters; Monitor the implementation and compliance with Occupational Health and Safety Act; Manage the vetting process in the Department; Develop policies and strategies aimed at improving service delivery; Manage resources of the sub-Directorate.

**ENQUIRIES: Mr SP Sishi (033 264 5583)**