



## **INTERNAL VACANCY CIRCULAR NO. 04 OF 2022**

To: All members of staff in the KZN Office of the Premier

1. This circular minute is issued in terms of the Regulation 65 of Public Service Regulation, 2016 and in this regard it is important to note that the Public Service is an equal opportunity, affirmative action employer.
2. The content of this minute must without delay be brought to the notice of all eligible employees in the Office of the Premier. All potential candidates who may qualify for the post in terms of this Circular must be notified, even if they are absent from their normal places of work.
3. **Directions to applicants:** Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. **ONLY** a fully completed, initialled and signed new form Z83, obtainable from any Public Service department. (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted.
4. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

5. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.
6. **Applications must be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Director: Human Resource Support, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu or emailed to: [recruitment@kznpremier.gov.za](mailto:recruitment@kznpremier.gov.za)**

**CLOSING DATE: 18 November 2022**

The KwaZulu-Natal Office of the Premier is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments.



**MS T.W. ZULU**

**DIRECTOR: HUMAN RESOURCE SUPPORT  
FOR DIRECTOR-GENERAL**

**DATE: 08/11/2022**



**Chief Directorate: Strategic Human Resource Management**  
**Chief Director: Strategic Human Resource Management**  
**Salary level 14: R 1 269 951.00 - R 1 518 396.00 p.a.**  
**(all-inclusive remuneration package to be structured in accordance with the**  
**rules of Senior Management Services)**  
**Centre: Pietermaritzburg**  
**Ref No.: 026100/11/22**

**Requirements:** • An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Management/ Public Administration or any other relevant equivalent qualification • A minimum of 5 years senior management experience in Human Resource Management environment • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • Republic of South Africa Constitution • Public Finance Management Act • Treasury Regulations and Practice Notes • Basic Conditions of Employment Act • Employment Equity • Labour Relations Act • Knowledge of KZN Government key strategic stakeholders and social partners • Occupation Health and Safety Act • Promotion of Equality and Prevention of Unfair Discrimination Act • Human Resource Development Strategy • Knowledge of PERSAL system • PSCBC Resolutions • Organisational Development and Change Management • Well-developed verbal and written communication skills • Strong Leadership skills • Project Management skills • Good inter-personal relations skills • Problem Solving skills • Presentation skills • Change Management skills • Self-disciplined and able to work under pressure with minimum supervision • Leadership qualities • Project leadership skill • People Management skill • Financial Management skill • Ability to resolve conflict • Must be creative • Innovative • Analytical • Independent • Time frame driven • Honesty • Integrity.

**Key Responsibilities:** • Manage the provision of Transversal support and advice on job evaluation and organizational design in the Provincial Administration • Manage the provision of internal Human Resource Management Support • Manage the provision of PERSAL Management Services • Ensure the promotion of labour peace between Government as Employer and Employees within the Provincial Administration • Manage the development and implementation of employee Health and Wellness in the Provincial Administration • Management the resource of the Chief Directorate

**Enquiries: Mr S.G. Ngubane, Tel: 033 341 3311**

**Chief Directorate: Strategic Human Resource Management  
Director: Provincial Employee Health and Wellness  
Salary level 13: R 1 073 187.00 - R 1 264 176.00 per annum  
(all-inclusive remuneration package to be structured in accordance with the  
rules of Senior Management Services)  
Centre: Pietermaritzburg  
Ref No.: 026160/11/22**

**Requirements:** • An undergraduate bachelor's degree (NQF level 7) as recognized by SAQA in Public Administration/ Social Science or equivalent qualification • A minimum of 5 years relevant middle management experience in related field • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Project Management • Research and Analysis • Service Delivery models • Knowledge of Public Service Management Framework • Business writing • Reporting procedures • Analytical thinking • Policy Formulation • Computer utilization • Conflict Management • Financial management • Strategic Management and Decision Making. Good interpersonal relations skills • Problem Solving skills • Presentation skills • Change Management skills • Self-disciplined and able to work under pressure with minimum supervision • Leadership qualities • Project leadership skill • People Management skill • Financial Management skill • Ability to resolve conflict • Must be creative • Innovative • Analytical • Independent • Time frame driven • Honesty • Integrity.

**Key Responsibilities:** • Development and review policies in line with framework on Employee Health and Wellness • Management • Implementation of Employee Health and Wellness (EHW) Strategic Framework in KwaZulu-Natal • Implementation of the Provincial Wellness Strategy. Oversee the effective the implementation of four pillars; namely of HIV, AIDS and TB, Health and productivity, Safety, Health, Environment, Risk and Quality (SHERQ) Programmes and Wellness Management • Coordinate the Provincial Response to disasters and epidemics as they relate to the government employees. Conduct assessment and reviews of Employee Health and Wellness (EHW) Programme and mobilize and maintain stakeholder cooperation • Manage all risks related to the function in the Office and in the Province of KwaZulu-Natal • Manage the resource of Employee Health and Wellness Directorate and optimal utilization therefore including Financial Management.

**Enquiries: Mr. S.G. Ngubane Tel: 033 341 3357**

**Chief Directorate: Strategic Human Resource Management**  
**Director: Provincial Organizational Development**  
**Salary level 13: R 1 073 187.00 - R 1 264 176.00 per annum**  
**(all-inclusive remuneration package to be structured in accordance with the**  
**rules of Senior Management Services)**  
**Centre: Pietermaritzburg**  
**Ref No.: 026110/11/22**

**Requirements:** • An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration / Operations Management / Production Management / Organizations and Methods Study / Management Advisory Services • 5 years' relevant experience at middle management level in Organizational Development • Computer literacy • Valid driver's licence.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • Republic of South Africa Constitution • Public Finance Management Act • Labour Relations Act • Knowledge of Basic Conditions of Employment Act • Sita Services level agreement. Sita Act and regulations. • Language skills • Listening skills • Presentation skills • Analytical thinking • Interpersonal relations • Computer skills • Strategic Planning skills • Organisational skills • Research skills • Analytical skills • Leadership skills • Time management • Report writing skills • Problem-solving skills • Communication skills • Conflict management skills • Change management skills • Project management skills • People management skills • Relationship Management • Decision Making • Facilitation skills.

**Key Responsibilities:** • Manage job evaluation in Province. • Ensure the development and implementation of policies regarding job evaluations in the Province. • Manage the development of organograms. • Provide strategic leadership to provincial departments on the consultation process with the Minister of Public Services and Administration (MPSA). • Manage the implementation of Business Process Reengineering in the Province. • Manage and monitor the implementation of the Organisational Functionality Assessment (OFA) Tool in the Province. • Manage the implementation and monitoring of the Operations Management Framework in Province. • Facilitate change management interventions. • Manage resources of the Directorate.

**Enquiries: Mr S.G. Ngubane**

**Tel: 033 341 3357**

**Chief Directorate: Strategic Human Resource Management  
Deputy Director: Human Resource Development and Employee Performance  
Management Development**

**Salary level 11: R 744 255.00 - R 876 705.00 per annum (all-inclusive remuneration package to be structured in accordance with the rules of Middle Management Services)**

**Centre: Pietermaritzburg  
Ref No.: 026122/11/22**

**Minimum Requirements:** • An Appropriate Bachelor's Degree/ National Diploma as recognized by SAQA in Human Resource Management/ Public Management/ Business Administration • A minimum of 3-5 years relevant junior management experience of which 2 years must be at HRD and EPMDS environment, • Computer literacy • Valid driver's license

**Knowledge and Skills: Proven knowledge and understanding of:** • In-depth knowledge of the Public Service Regulations • In-depth knowledge of the Public Service Act • In-depth knowledge of CORE • Knowledge of PFMA • Knowledge on all HR Related White Papers • Knowledge on all HR collective agreements • Knowledge of EPMDS policy • Knowledge of BCEA, EEA, Code of Conduct • Knowledge of PERSAL Management • Management & Leadership skills • Financial and Project Management • Quality Management • Research and Policy Management skill • Must be able to work independently • Interpersonal relations • Communication skills (verbal and written) • Time management • Analytical thinking • Project Management Skills • Team work • Flexibility • Accuracy • Planning and organizing • Maintain confidentiality and be able to work under pressure.

**Key Responsibilities:** • Manage the implementation of the skills development policies strategies and plans • Provision of training and capacity development interventions • Manage Implementation of Performance Management System • Coordinate research, development and implementation of strategies, systems and policies • Manage all resources attached to the component.

**Enquiries: Ms T.W. Zulu**

**Tel: 033 328 1702**

**Chief Directorate: Integrity Management and Forensic Investigations**

**Directorate: Provincial Forensic Investigations**

**Chief Corporate Investigator: Cluster X2 Posts**

**Salary level 12: R 882 042.00 - R 1 038 999.00 per annum**

**(all-inclusive remuneration package to be structured in accordance with the rules of Middle Management Services)**

**Centre: Pietermaritzburg  
Ref No.: 024700/11/22**

**Minimum Requirements:** • An Appropriate Bachelor's Degree/ National Diploma as recognized by SAQA in Accounting/ Auditing/ Law/ Criminal Justice or Forensic Investigations fields) • A minimum of 3-5 years junior management experience in a

Forensic Investigations/ Commercial Crime environment • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • The Constitution of the Republic of South Africa • Public Finance Management Act • Municipal Systems Act • Promotion of Access to Information Act • Annual Division of Revenue Act • Provincial Appropriation Act • Preferential Procurement Policy Framework Act 2000 • Annual Division of Revenue Act, 2009, Government Immovable Asset Management Act • Public Audit Act • Provincial Tax Regulation Process Act • Prevention and Combating of Corrupt Activities Act • Criminal Procedures Act No.51 of 1997 • Organized Crime Act • Financial Intelligence Centre Act • Lateral and innovative thinking • Communication • Investigative • Organizational relationship • Report writing • Interpersonal relations • Analytical and quantitative method tools • Financial Management • Time management • Application and interpretation of legislation • Management principles • Project Management • Research • Policy development

**Key Responsibilities:** • Develop and review of initial planning of investigation • Execution and supervision of investigations • Drafting of investigation reports and review reports compiled by SCI's or CI's • Report fraud related Risk and Advisory Services • Assist in providing consolidated reports to the relevant stakeholders • Management of resources and staff development.

**Enquiries: Adv R. Mahabeer, Tel: 033 897 4329**

**Chief Directorate: Integrity Management and Forensic Investigations**  
**Senior Corporate Investigator: Forensic Investigations X 2 Posts**  
**Salary level 10: R 477 090.00 – R 561 981.00 per annum**  
**Centre: Pietermaritzburg**  
**Ref No.: 024700/11/22**

**Requirements:** An Appropriate Bachelor's Degree/ National Diploma as recognized by SAQA (with Accounting, Auditing or Law as majors or equivalent qualification in Auditing /Law/Criminal Justice or Forensic Investigations Fields) • 3-5 years of experience in Forensic Investigations environment/ Commercial Crime of which 1-2 years must be supervisory experience • Valid driver's license. • Computer literacy.

**Knowledge and Skills: Proven knowledge and understanding of:** The Constitution of the Republic of South Africa, 1996 • Public Finance Management Act, 1999 • Municipal Finance Management Act, 2003 • Municipal Systems Act • Promotion of Access to Information Act, 2000 • Annual Division of Revenue Act, 2009 • Provincial Appropriation Act, 2009 • Preferential Procurement Policy Framework Act, 2000 • Government Immovable Asset Management Act, 2007 • Public Audit Act, 2004 • Provincial Tax Regulation Process Act, 2001 • Prevention and Combating of Corrupt Activities Act, 2004 • Criminal Procedures Act, No. 51 of 1997 • Public Service Act •

Growing KwaZulu-Natal Together

Organised Crime Act, 1988 • Financial Intelligence Centre Act, 2001. Problem-solving • Analytical and numeracy • Auditing • Analytical and quantitative method tools • Verbal communication and presentation • Good interpersonal relations • Research and analysis • Report writing and general writing • Project planning and management • Change management • Time management • Policy development • Statistical and quantitative analysis • Financial management • People management • Strategic planning • Excellent verbal and written communication abilities; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet

**Key Responsibilities:** • Initial planning of investigations • Execution and supervision of investigations • Report on investigations • Ensure effective and efficient supervision, mentoring and training of staff • Conducting preliminary investigation survey • Review work done by the Corporate Investigators during preliminary investigation • Conducting interviews to obtain an overview of the process, system and obtain evidence for criminal, disciplinary and civil recovery • Draft report recommendations identified during investigation and improvement of procedures and internal controls

**Enquiries: Adv. R. Mahabeer**

**Tel: 033 897 4329**

**Chief Directorate: Integrity Management and Forensic Investigations**  
**Directorate: Provincial Forensic Investigations**  
**Information Administrator**  
**Salary level 09: R 382 245.00 p.a. – R 450 255.00 per annum Centre:**  
**Pietermaritzburg**  
**Ref No.: 024700/11/22**

**Minimum Requirements:** • An appropriate B. Com or B. Compt (with Information Systems, Information Technology, Computer Science) or National Diploma in IT • 3 to 5 years relevant experience in Administering Case Management or IT Auditing or Computer Forensic • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Treasury Regulations • General Recognised Accounting Principles • Risk Management Practices • Public Finance Management (PFMA) Act • Municipal Finance Management (MFMA) Act • Public Service Regulatory Framework (PSRF) • Public Sector Risk Management Framework (PSRMF) • Operating and reporting procedures and work environment in the Public Service • King Reports on Corporate Governance • Extensive knowledge of CURA software and its application. • Auditing Techniques • Risk Planning and performance measures • Commission of Sponsoring Organisation Framework (COSO) • General Accepted Auditing Standards (GAAS) • Analytical and Quantitative Method • Basic Risk Management concepts and techniques • Application and interpretation of legislation



**Key Responsibilities:** • Administer Case Management Software within Forensic Investigation Unit as well as user support in compliance with minimum standards. • Maintain an accurate knowledge base of Case Management System. • Manage and monitor Forensic report process on the system • Develop, implement and maintain the FIS Case management system, policy, procedure manual. • Provide support in terms of the Case Management System to clients and to other relevant stakeholders.

**Enquiries: Mr M. Litile,**

**Tel: 033 897 4692**

**Chief Directorate: Provincial Public Service Academy**  
**Directorate: Skills Planning, Curriculum Development & Quality Assurance**  
**Assistant Director: Skills Planning**  
**Salary level 09: R 382 245.00 – R 484 236.00 per annum**  
**Centre: Durban**  
**Ref No.: 026221/11/22**

**Minimum Requirements:** • National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) as recognized by SAQA in Human Resources Management/Human Resource Development or Public Management/Administration • 3 to 5 years relevant experience in human resource development and/or skills development environment • ETDP Research orientated experience and experience in Project Management will be an advantage • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • Republic of South Africa Constitution • Project Management • Conceptualization of Projects • Skills Development Legislation, Regulations, Guidelines, Strategies, and Programmes • Research methodology • Knowledge management methodologies • General understanding of the ETD Sector. • Legislation strategies and policies pertaining to Skills & Human Resource Development. • Inter-relationships between the organization and external customers • Research • Policy Development and implementation • Ability to communicate and explain information processes • Timeframes and deadlines to a variety of audience • Computer skills • Report writing skills • Crisis Management • Problem solving • Financial Management • Self-Management • Time Management • Team and people management skills

**Key Responsibilities:** • Manage and lead the research activities of the Skills Planning Unit (e.g. assess internal and external skills planning research needs, identify leaning programs to address these needs.) • Develop a plan for research needs. • Manage research and other information and skills development needs databases. • Support the Deputy Director: Skills Planning by providing research advice when required. • Monitor completion and analysis of WSP/ ATR for all departments. • Develop and maintain policies and guidance related to skills development.

**Enquiries: Ms P.N.F. Mbatha**

**Tel: 031 274 4903**

**Chief Directorate: Provincial Public Service Academy**  
**Directorate: Skills Planning, Curriculum Development & Quality Assurance**  
**Assistant Director: Strategic Skills Development Projects**  
**Salary level 09: R 382 245.00 – R 450 255.00 per annum.**  
**Centre: Durban**  
**Ref No.: 026221/11/22**

**Minimum Requirements:** • National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) as recognized by SAQA in Human Resources Management /Human Resource Development or Public Management/Administration • Project Management • A minimum of 3 to 5 years relevant experience in human resource development and/or skills development environment • Project Management and Training experience will be an advantage • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • Republic of South Africa Constitution • Project Management • Conceptualization of Projects • Skills Development Legislation, Regulations, Guidelines, Strategies, and Programmes • Research methodology • Knowledge of the legislative framework governing Human Resource Management / Development and the NQF Act. • Knowledge of key government initiatives and programmes. • Knowledge of Education, Training & Development practices. • Knowledge of assessment and moderation • Knowledge of outcomes-based Education and Training. • Knowledge of strategic and human resource development • knowledge of research methodology processes and procedures. • Computer applications • Interpersonal skills • Report writing skills • Conflict Management • Crisis Management • Problem solving • Financial Management • Self-Management • Time Management • Team and people management skills

**Key Responsibilities:** • Implement and manage strategic skills Development projects based on National and Provincial priorities. • Participate in relevant Human Resources Development Fora. • Administer, monitor, and report on all resources for projects. • Support Career Development Projects and awareness campaigns on scarce and critical skills in Public Services. • Support Career development Projects and awareness campaigns on scarce and critical skills in Public services. • Manage human resources.

**Enquiries: Ms P.N.F. Mbatha**

**Tel: 031 274 4903**

**Chief Directorate: Financial Management Services**  
**Directorate: Supply Chain Management**  
**Assistant Director: Acquisition**  
**Salary level 09: R 382 245.00 – R 450 255.00 per annum.**  
**Centre: Pietermaritzburg**  
**Ref No.: 022056/11/22**

**Minimum Requirements:** • An Appropriate Bachelor's Degree/ National Diploma as recognized by SAQA in Supply Chain Management or equivalent qualification • A minimum of 2-5 years relevant experience in Supply Chain Management of which 2 years must have been in a supervisory position • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of :** • Republic of South Africa Constitution • Public Service Act and Public Service Regulations • Public Finance Management Act • Practice Notes • Human Resource Management • Employee Performance and Management Systems • Public Sector reporting procedures • Knowledge of Basic Conditions of Employment Act • Medium Term Strategic Framework • Extensive knowledge and understanding of the SCM Framework, Procurement Procedure and Supply Chain Management • Language skills • Listening skills • Presentation skills • Interpersonal relations • Computer skills • Organisational skills • Analytical skills • Leadership skills • Time Management • Report writing skills • Sound Problem-solving skills • Good Communication Skills • Conflict Management skills • Change Management skills • Project Management skills • People Management skills • Relationship Management • Decision making skills • Supervisory skills

**Key Responsibilities:** • Develop workplan and report on the achievement against set targets • Provide input into the Directorate operational plans • Implement SCM processes i.e. Quotations and Bidding • Implement procedures to fast track compliance with legislative mandates • Ensure compliance with all SCM legislations, Treasury Regulations and Practice Notes • Manage and encourage staff with all SCM practice notes delegations to optimize their outputs and effectively manage relationships • Provide guidance and support based on SCM to other Directorates within the Department • Facilitate effective and efficient communication between the units, components and stakeholders • Build and model the highest standards of ethical and moral conduct to improve service delivery and performance within the sub-unit • Ensure strong internal control within the Acquisition Management process • Supervise staff within Acquisition Management.

**Enquiries: Ms S.F. Myeza**

**Tel: 033 341 4788**

**Chief Directorate: Integrity Management and Forensic Investigations**  
**Directorate: Provincial Forensic Investigations**  
**Corporate Investigator: Forensic Investigations X 6 posts**  
**Salary level 08: R 321 543.00 - R 378 765.00 per annum.**  
**Centre: Pietermaritzburg**  
**Ref No.: 024700/11/22**

**Requirements:** • An Appropriate Bachelor's Degree/ National Diploma as recognized by SAQA in Accounting/ Auditing/Internal Auditing or Law as majors or an equivalent relevant qualification in Criminal Justice or Forensic Investigations Fields • 3 to 5 years relevant experience in Forensic Investigations or Auditing/Commercial Crime environment. • Computer literacy • Valid driver's license.

**Knowledge and Skills: Proven knowledge and understanding of:** • Public Service Act and Public Service Regulations • The Constitution of the Republic of South Africa • Public Finance Management Act • Municipal Systems Act • Promotion of Access to Information Act • Annual Division of Revenue Act • Provincial Appropriation Act • Preferential Procurement Policy Framework Act • Government Immovable Asset Management Act • Public Audit Act • Provincial Tax Regulation Process Act • Prevention and Combating of Corrupt Activities Act • Criminal Procedures Act • Organised Crime Act • Financial Intelligence Centre Act • Lateral and innovative thinking • Communication • Investigative • Organizational relationship • Report writing • Interpersonal relations • Analytical and quantitative method tools • Financial Management • Time management • Application and interpretation of legislation • Management principles • Project Management • Research • Policy development

**Key Responsibilities:** • Conduct in initial planning investigations • Partake in execution of investigation • Participate in Internal Control Assessment • Identify of weaknesses in the system of internal control. • Quantify consequences of break-down in the system of Internal Control. • Provide recommendations on control measures to prevent recurrence of fraud. • Participate in reporting writing.

**Enquiries: Adv. R. Mahabeer,**

**Tel: 033 341 4329**