



KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: DISASTER MANAGEMENT

DIRECTORATE: PLANNING AND DISASTER RISK REDUCTION
POST TITLE: DIRECTOR: PLANNING AND DISASTER RISK REDUCTION
SALARY: R1 162 200 PER ANNUM – LEVEL 13 (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
CENTRE: PIETERMARITZBURG
REFERENCE: 146/2023 (DM)

REQUIREMENTS:
The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/Development studies/Environmental Studies/Public Administration or a related qualification coupled with 5 years' experience at a middle management/senior management level in the Disaster Management environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG).

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - • Knowledge of the interpretation of relevant legislation • Knowledge and an understanding of municipal functions and environment • Awareness and understanding of the cultural climate within the KwaZulu-Natal Province • Knowledge of policy interpretation and drafting • Planning and project management skills • Team development, decision making and problem-solving skills • Financial management skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 driver's licence.

KEY RESPONSIBILITIES:
The successful candidate will be required to research and develop disaster management policy frameworks and plans for the Provincial Disaster Management Centre and support the development of policy frameworks and plans at all spheres of government with the following key responsibilities: - • Oversee the planning and coordination of research and project manage all matters pertaining to disaster management in the Province • Provide strategic support on the coordination, development and implementation of provincial disaster management policies in the Province • Oversee the development of a provincial disaster management and disaster risk reduction plan that incorporates climate change impact on the Province • Provide strategic support in the coordination, development and implementation of integrated education, training, public awareness and volunteer strategies in the Province • Management of the unit's resources.

ENQUIRIES: Mr S Ngema **TELEPHONE:** 033 8973962/3

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: INFORMATION AND COMMUNICATION
POST TITLE: SERVICE DESK MANAGER
SALARY: R 359 517 PER ANNUM-LEVEL 8
CENTRE: PIETERMARITZBURG
REFERENCE: 147/2023 (CS)

REQUIREMENTS:
The ideal candidate must be in possession of a Diploma (NQF 6) and be a Certified Novell Administrator/Administrator Certification or MOUS or ICDL, A+ or MCP or NQF 6 (IT-related) coupled with 4 years relevant experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - • Knowledge of the Service Desk • Communication and listening skills • Problem solving and IT-related skills • Good communication skills (verbal & written) • A valid code 8 Driver's Licence.

KEY RESPONSIBILITIES:
The successful candidate will be required to render an Information Technology Service Desk service to departmental users with the following key responsibilities: - • Manage fault log reports in terms of the respective SLAs • Manage the rendering of first line telephonic assistance to departmental users • Manage outstanding faults and service requests • Manage the IT infrastructure operation • Manage the resources of the unit.

ENQUIRIES: Ms Z Mtshali **TELEPHONE:** 033 2608028

CHIEF DIRECTORATE: MUNICIPAL ADMINISTRATION AND GOVERNANCE

DIRECTORATE: MUNICIPAL ADMINISTRATION
POST TITLE: MUNICIPAL PRACTITIONER: MUNICIPAL ADMINISTRATION (2 POSTS)
SALARY: R294 321 PER ANNUM-LEVEL 7
CENTRE: PIETERMARITZBURG
REFERENCE: 148/2023 (MAG)

REQUIREMENTS:
The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with at least 3 years' experience in the local government environment after qualification.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: • Report writing skills • Good interpersonal skills • Good communication skills • Knowledge of policy analysis and project management • Knowledge of relevant local government legislation • Planning and organising skills • Conflict resolution and time management skills • Decision making and problem-solving skills • Financial management skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 driver's licence.

KEY RESPONSIBILITIES:
The successful candidate will be required to facilitate and support efficient municipal administration with the following key responsibilities: - • Support municipalities with the processing of applications relating to the disposal of municipal-owned immovable properties in terms of Provincial Gazette Notice No. 1369 dated 17 August 2006 • Support municipalities with the processing of applications in terms of section 190 of the Local Authorities Act No. 25 of 1974, relating to the proposed expropriation of immovable property and/or servitude rights • Support municipalities, members of the public, other Departments and/or the private sector with the processing of applications in terms of sections 211 and 212 of the Local Authorities Act No. 25 of 1974, relating to the proposed permanent closure of municipal roads, streets and public open spaces • Support municipalities with the processing of applications in respect of various statutory applications, including Exhumations, Pounds and Councillor-Related Matters • Provide advice and guidance to municipalities, councillors, members of the public and other relevant stakeholders, such as the private sector, Departments at Provincial and National level, Parliament and the Public Protector relating to municipal administration matters, queries and complaints • Exercise control over staff.

ENQUIRIES: Ms A Reddy **TELEPHONE:** 033-355 6474/5

CHIEF DIRECTORATE: MUNICIPAL SERVICE DELIVERY SUPPORT

DIRECTORATE: INTERGRATED DEVELOPMENTAL PLANNING
POST TITLE: ADMINISTRATIVE OFFICER
SALARY: R294 321- LEVEL 7
CENTRE: PIETERMARITZBURG
REFERENCE: 149/2023(MSDS)

REQUIREMENTS:
The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with 3 years relevant experience in an administrative environment.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - • Knowledge of Provincial and Departmental policies • Knowledge of delegations • Supervision and management skills • Interpersonal, research and financial management skills • Decision making and problem solving skills • Good interpersonal and strategic management skills • Supervision and management skills • Good communication skills (verbal & written) • Computer literacy in MS Office • A valid code 8 drivers licence.

KEY RESPONSIBILITIES:
The successful candidate will be required to provide administrative support services to the Business Unit with the following key responsibilities: • Provide human resource support services • Provide supply chain services • Provide corporate services • Provide administration support on IDP processes.

ENQUIRIES: Ms B Ally **TELEPHONE:** 033 3556162

CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT WORKERS AND PUBLIC PARTICIPATION

DIRECTORATE: COMMUNITY DEVELOPMENT WORK PROGRAMME (CDWP)
POST TITLE: COMMUNITY DEVELOPMENT WORKER (50 POSTS)
SALARY: R 241 485-LEVEL 6
REFERENCES IN TERMS OF DISTRICT, MUNICIPALITY AND WARDS

DISTRICT	MUNICIPALITY	WARD	NO. NUMBER OF POSTS	REF NO.
KING CETSHWAYO	Umhlatuze	33	1	150A/2023 (KC)
	Mthonjaneni	05	1	150B/2023 (KC)
	Nkandla	11	1	150C/2023 (KC)
	Mlalazi	07	1	150D/2023 (KC)
UMZINYATHI	Endumeni	01 & 03	2	151A/2023 (UMZ)
	Mvoti	07	1	151B/2023 (UMZ)
	Nquthu	17 and 18	2	151C/2023 (UMZ)
AMAJUBA	Emandlangeni	04	1	152A/2023 (AMAJ)
	Danhauser	10	1	152B/2023 (AMAJ)
	Newcastle	18	1	152C/2023 (AMAJ)
ZULULAND	Abaqulusi	07	1	153A/2023 (ZUL)
	Ulundi	20	1	153B/2023 (ZUL)
	Phongola	15	1	153C/2023 (ZUL)
UGU	Umziwabantu	03	1	154A/2023 (UGU)
	Umzumbe	14 & 17	2	154B/2023 (UGU)
	Ray Nkonyeni	14	1	154C/2023 (UGU)
	Mdoni	13	1	154D/2023 (UGU)
UMKHANYAKUDE	Big 5	06	1	155A/2023 (UMKH)
	Jozini	01	1	155B/2023 (UMKH)
	Mtuba	13	1	155C/2023 (UMKH)
	Mhlabuyalingana	02	1	155D/2023 (UMKH)
ETHEKWINI	North	62 & 106	2	156A/2023 (ETH)
	N/Central	55 & 107	2	156B/2023 (ETH)
	West	9, 13 & 25	3	156C/2023 (ETH)
	W/Central	02, 15 & 91	3	156D/2023 (ETH)
	South	98, 109 & 111	3	156E/2023 (ETH)
ILEMBE	Mandeni	02	1	157A/2023 (ILEM)
	Maphumulo	08	1	157B/2023 (ILEM)
	Ndwedwe	09	1	157C/2023 (ILEM)
UTHUKELA	Alfred Duma	12	1	158A/2023 (UTH)
	Inkosi Langalibalele	20	1	158B/2023 (UTH)
	Khahlamba	15	1	158C/2023 (UTH)
UMGUNGUNDLOVU	Impendle	02, 04	2	159A/2023 (UMG)
	Msunduzi	19	1	159B/2023 (UMG)
	Mshwathi	07	1	159C/2023 (UMG)
HARRY GWALA	Ubuhlebezwe	06 & 09	2	160A/2023 (HG)
	Umzimkhulu	17	1	160B/2023 (HG)

REQUIREMENTS:
The ideal candidate must be in possession of a minimum Grade 12. (A qualification in Community Development Work will be an added advantage) experience in Community Development Work, including but not limited to volunteering in community development projects and practices.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
The successful candidate must have: - • Basic knowledge of government processes • Good interpersonal skills and must be sensitive towards the communities where they will be rendering services • Good communication skills (verbal and written) • The ability to act tactfully and with discretion.

KEY RESPONSIBILITIES:
The successful candidates will be required to liaise, co-ordinate, mobilise, inform and assist communities with access to services provided by Government and to assist communities to identify and communicate their needs to Government at National, Provincial and Local Government level to bring government closer to the people with the following key responsibilities:- • Inform and assist communities with access to the services provided by government structures • Determine the needs of communities and communicate these needs to the relevant government structures • Promote networks and enhance the activities of existing local governance structures and other stakeholders (CBW, NGOs, etc) aimed at improved service delivery • Compile reports and documents as required, on progress, issues attended to, actions taken and outcomes • Keep records of all services rendered by government and the processes and mechanisms to access those services.

ENQUIRIES: Ms B Hlela **TELEPHONE:** 033 3556348

NOTE TO APPLICANTS:
Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants.

Requirements for the posts of Community Development Worker (50 posts): Applicants must reside within the relevant ward and must also attach proof of residence.

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). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

The posts of Director: Planning and Disaster Risk Reduction and Service Desk Operator are being re-advertised. All applicants who applied previously must re-apply if they wish their applications to be considered.

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Zulu. Closing date: 29 December 2023

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address kznjobs@kzncogta.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability