

POSTS ADVERTISEMENT

PROFESSIONAL POSTS

ERRATUM

Post : Construction Project Manager (Production) Grade A – 7 x posts
Salary : R728,829 per annum (All-inclusive salary package)
Reference : CPM/HO/2022 - 1 post – Head Office, CPM/SR/2022 – 1 x post – Southern Region, CPM/ER/2022 – 2 x posts – Ethekewini Region and CPM/MR/2022 - 3 posts – Midlands Region
Centre : Head Office (Pietermaritzburg) x 1 post, Southern Region (Pietermaritzburg) 1 x post, Ethekewini Region (Durban) x 2 posts & Midlands Region (Ladysmith) x 3 posts

NB. The reference for these posts have been amended as per above.

HEAD OFFICE POSTS

ERRATUM

POST : STATE ACCOUNTANT: DEBTORS
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : HEAD OFFICE, PIETERMARITZBURG
REF : SAD/HO /2022

REQUIREMENTS: Grade 12 plus an appropriate Degree or National Diploma in Finance or a related field. Minimum of 3-5 years relevant experience. Computer literacy in MS Word, Excel, PowerPoint and email). A valid driver's licence.

KEY PERFORMANCE AREAS: Clearance of all debt related suspense accounts. Recovery of debts or overpayments for KZN Public Works. Assist in providing input for the annual financial statements, processing and authorising of all BAS documents.

RECOMMENDATION: Good verbal and written communication skills.
Knowledge of PFMA and Treasury regulations and Notes.

ENQUIRIES : Mr. N. Buthelezi Tel No.033-355 5442

NB. The key performance areas for this post has been amended as per above.

MIDLANDS REGION POSTS

ERRATUM

POST : ADMINISTRATIVE OFFICER: STORES AND ASSETS
SALARY NOTCH : R321,543 per annum
SALARY LEVEL : 08
CENTRE : UThukela District Office (Ladysmith)
REF : AOSA/UTHUK/2022

REQUIREMENTS: Grade 12 plus 3-5 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License manual transmission.

KEY PERFORMANCE AREAS : Monitor stores services. Administer fleet management services. Monitor asset management services. Supervise human resources/staff.

SKILLS : Planning and organising skills. Knowledge of treasury regulations and PFMA. Inter personal relations. Problem solving.

ENQUIRIES : Mr TI Letompa (036-638-2900)

NB. The qualification requirement for this post has been amended as per above.

POST : CONTROL WORKS INSPECTOR: ELECTRICAL
SALARY NOTCH : R477,090 per annum
SALARY LEVEL : 10
CENTRE : AMAJUBA DISTRICT OFFICE (NEWCASTLE)
REF : CWIE/AMAJ/2022

REQUIREMENTS : Grade 12 or equivalent qualification plus a National Diploma (T/N/S streams), or a N3 and a passed trade test in the building environment, or registration as an Engineering Technician. 6-7 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Facilitate, co-ordinate and control the implementation of new works, repair and renovate and maintenance. Ensure that relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and Consultants. Gather and submit information in terms of extended public works Programme (EPWP). Supervise the performance and conduct of subordinates.

SKILLS: Innovative, integrity, Objectivity, reliability and Punctuality. Interpersonal relations. Problem solving. Ability to operate equipment and machinery. Planning and organising skill.

ENQUIRIES : Mr ZE Mahaye (034-312-9188) Amajuba District Office

POST : **WORKS INSPECTOR: ELECTRICAL (2 X POSTS)**
SALARY NOTCH : **R211,713 per annum**
SALARY LEVEL : **06**
CENTRE : **AMAJUBA DISTRICT OFFICE (NEWCASTLE) – 1 X POST**
UMZINYATHI SUB-DISTRICT OFFICE (DUNDEE) – 1 X POST
REF : **WIE/AMAJ/2022 - AMAJUBA DISTRICT OFFICE (NEWCASTLE)**
WIE/UMZ/2022 - UMZINYATHI SUB-DISTRICT OFFICE (DUNDEE)

REQUIREMENTS: Grade 12 or equivalent qualification plus a National Diploma (T/N/S streams), or a N3 and a passed trade test in the building environment, or registration as an Engineering Technician. 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Render a basic inspection of work done on minor new and existing structures on Project basic. Analyse and compile relevant documentation for work to be done on Minor new and existing structures. Oversee the work of contractors. Gather and Submit information in terms of the extended public works programme (EPWP).

SKILLS : Innovative, integrity, Objectivity, reliability and Punctuality. Interpersonal relations. Problem solving.

ENQUIRIES : Mr ZE Mahaye (034-312-9188) Amajuba District Office
Mr SSG Makhaza (034-212-2133) UMzinyathi Sub-District Office

POST : **WORKS INSPECTOR: STRUCTURAL (2 X POSTS)**
SALARY NOTCH : **R211,713 per annum**
SALARY LEVEL : **06**
CENTRE : **UMZINYATHI SUB DISTRICT OFFICE (TUGELA FERRY) – 1 X POST**
UMZINYATHI DISTRICT OFFICE (DUNDEE) – 1 X POST
REF : **WIS/USD/2022- Umzinyathi Sub District (Tugela Ferry)**
WIS /UMZ/2022- Umzinyathi District (Dundee)

REQUIREMENTS : Grade 12 or equivalent qualification plus a National Diploma (T/N/S streams), or a N3 and a passed trade test in the building environment, or registration as an Engineering Technician. 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook).A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS : Render a basic inspection of work done on minor new and existing structures on Project basic. Analyse and compile relevant documentation for work to be done on Minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended public works programme (EPWP).

SKILLS : Innovative, integrity, Objectivity, reliability and Punctuality. Interpersonal relations. Problem solving.

ENQUIRIES : Mr ZE Mahaye (034-312-9188) Amajuba District Office
Mr CD Mqadi (034-212-2133) UMzinyathi District Office

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NORTH COAST REGION POSTS

ERRATUM

POST : CONTROL HEALTH AND ENVIRONMENTAL OFFICER
SALARY NOTCH : R 477,090 per annum
SALARY LEVEL : 10
CENTRE : NORTH COAST REGION (ULUNDI)
REF : NCR/CHEO/2022

REQUIREMENTS: Senior Certificate/Grade 12, Bachelor Degree or National Diploma in Built Environment or equivalent qualification plus registration with relevant council, 3-5 years' appropriate supervisory experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence

KEY PERFORMANCE AREAS: Manage the development of safety plan. Monitor compliance on site. Render OHS advisory services to Client Departments. Conduct occupational Health and safety training. Supervise human resources/ Staff

RECOMMENDATIONS: Good knowledge of Public Service Act and Regulations Construction Regulations, Occupational Health and Safety Act and PFMA

ENQUIRIES: Mr. NM Sibisi (035) 874 3348

NB. Please note that the appointment requirement for this post advertised on 21 October 2022 has been amended to include registration with the relevant council.

ERRATUM

POST : CHIEF WORKS INSPECTOR: MECHANICAL
SALARY NOTCH : R 321,543 per annum
SALARY LEVEL : 08
CENTRE : KING CETSHWAYO DISTRICT OFFICE (ESHOWE)
REF : CWIEM/KCD/2022

REQUIREMENTS: Grade 12 plus National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in building environment, or Register as an Engineering Technician. Computer literacy (Ms Word, Excel, PowerPoint and e-mail). Valid Driver's licence, plus two (02) years relevant experience.

KEY PERFORMANCE AREAS: Identify need and requirements of new work and repairs. Prepare specification for unplanned maintenance and monitor new work. Develop bill of quantities. Render an inspection service of work done on new project and existing structures. Develop progress reports on outstanding and finalized work. Gather and submit information in terms of the Extended Public Works Programme (EPWP). Supervise the performance and conduct of works inspectors

RECOMMENDATIONS: Project Management Skills. Stakeholder Management Skills. Knowledge of relevant prescripts.

ENQUIRIES: Mr TN Mathula (035) 474 2066

NB. Please note that the post description of Chief Works Inspector: Electrical/Mechanical advertised on 21 October 2022 has been amended to Chief Works Inspector: Mechanical.

ERRATUM

POST : **WORKS INSPECTOR: MECHANICAL**
SALARY NOTCH : **R211,713.00 PER ANNUM**
LEVEL : **06**
CENTRE : **KING CETSHWAYO DISTRICT: ESHOWE**
REFERENCE NO : **KCD/WIE/2022**

REQUIREMENTS: Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programmes. A valid driver's Licence (Manual Transmission).

KEY PERFORMANCE AREAS: Render basic inspection service of work done on miner new existing structures on the project basis. Analyse and compile relevant documentation for work to be done on miner new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP).

SKILLS: Project Management Skills, Stakeholder Management Skills, Sound Communication Skills, willing to work extended hours.

RECOMMENDATIONS: One (1) year appropriate experience in the construction sector.

Enquiries: **MR TN MATHULA (035) 474 2066**

NB. Please note that the post description of Works Inspector: Electrical/ Mechanical advertised on 21 October 2022 has been amended to Works Inspector: Mechanical.

ERRATUM

POST : **ARTISAN: ELECTRICAL**
SALARY NOTCH : **R 193,512 per annum**
SALARY LEVEL : **OSD**
CENTRE : **KING CETSHWAYO DISTRICT OFFICE (ESHOWE)**
REF : **KCD/AEM/02/2022**

REQUIREMENTS: Appropriate trade test certificate and 0-3 years relevant experience. Valid Driver's license

KEY PERFORMANCE AREA: Prepare and produce design, produce objects according to client specification, perform administrative and related functions, supervise human resources/staff

ENQUIRIES: Mr TN Mathula (035) 474 2066

NB. Please note that the post description of Artisan: Electrical/ Mechanical advertised on 21 October 2022 has been amended to Artisan: Electrical.

1. DIRECTIONS TO CANDIDATES

Note to applicants:

- 1.1 The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.
- 1.2 Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts.
- 1.3 **Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement as follows;**

HEAD OFFICE POSTS Director: Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Ms NF Kunene. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg

NORTH COAST REGION POSTS Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, Private Bag X42, Ulundi, 3838 for attention Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.

MIDLANDS REGION POSTS: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X 9963 Ladysmith 3370 for attention Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith 3370.

SOUTHERN REGION POSTS: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works, Southern Regional Office, Private Bag X 9153 Pietermaritzburg, 3200, For the attention of Ms P Singh, or alternatively it can be Hand Delivered to: 10 Prince Alfred Street, Pietermaritzburg, 3201.

ETHEKWINI REGION POSTS: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, Private Bag X54336, Durban 4000 for attention Ms NT Phewa or alternatively hand delivered

to Department of Public Works, EThekweni Regional Office, 455A Jan Smuts Highway, Mayville, Durban.

- 1.4 Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA).
- 1.5 Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted.
- 1.6 The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets.
- 1.7 Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

CLOSING DATE: 17 NOVEMBER 2022