



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

### **GUIDELINE TO ALL PROSPECTIVE CANDIDATES APPLYING FOR VACANT POSITIONS WITH THE DEPARTMENT OF PUBLIC WORKS – KWAZULU-NATAL**

#### Greetings Candidates

- 1) Thank you for the interest shown in joining the Department of Public Works in KwaZulu-Natal.
- 2) In an effort to assist prospective candidates when applying for posts within the Department, candidates are reminded to ensure that the following criteria are observed when applying for a vacant position, to avoid disqualification;
  - 2.1 A fully completed Application for Employment Form (Z83), which must be signed and dated. Please ensure that you use current and updated version of the Z83 when making an application.
  - 2.2 A detailed Curriculum Vitae (CV), which clearly indicates qualifications, major subjects, courses attended and previous experience. In respect of previous experience, candidates are reminded to please ensure that the CVs reflect all employers, both current and previous, positions/rank held or job title, full periods of employment where as a bare minimum at least a month and year must be indicated and details of the duties undertaken. This information assists the Department in determining whether the employee's previous experience is appropriate and sufficient.
  - 2.3 Please note that supporting documents need not be submitted on application. However, shortlisted candidates will be required to provide certified copies of all relevant supporting documents prior to the selection interviews, the documents must be certified on the front page of the copy and candidates must ensure that the person certifying the documents fully completes and signs the certification information.
  - 2.4 Candidates are also reminded that where a drivers' licenses is required, full details of the license must be included in the CVs, including the type and validity period as indicated on the license. Candidates who provide expired copies of their licenses will be disqualified.

- 2.5 Shortlisted candidates are also reminded to submit certified copies of their identity documents as part of their supporting documents.
- 3) The Department 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 drivers' licenses, 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.
  - 4) Candidates are also advised not to send their applications through registered mails as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed by the South African Qualifications Authority (SAQA).
  - 5) Recommended candidates' personal information will be subject to vetting prior to an offer of appointment being made.
  - 6) Shortlisted candidates will also be required to provide reference checks from their current employers and employers may be contacted to verify experience information provided on the CV and candidates are advised to include references from the current employment to facilitate this.
  - 7) Candidates are expected to be available on the date set for the interviews or they may be disqualified.
  - 8) Candidates not contacted by this office within three (03) months of the closing date of the advertisement, should consider their applications being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted.
  - 9) The filling of posts will be guided by the Department's employment equity targets.
  - 10) 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.
  - 11) Applications that do not comply with the directions will be disqualified.
  - 12) Please note that the Department reserves the right not to fill the post.
  - 13) Should prospective candidates require clarity and/or assistance when applying for vacant positions within the Department, they are welcome to contact the following officials;

Mr SJ Atwaru	-	033 – 2604104 (Head Office)
Ms ZJ Mncwabe-Hlongwane	-	033 – 2604221 (Head Office)
Ms NF Kunene	-	033 – 2604158 (Head Office)
Ms SN Nyawo	-	033 – 2604149 (Head Office)
Mr IM Meyiwa	-	033 – 2604133 (Head Office)
Mr PTS Khumalo	-	033 – 3555471 (Head Office)
Ms P Singh	-	033 – 8971343 (Southern Region)
Ms N Mabizela	-	036 – 6388009 (Midlands Region)
Mr S Zulu	-	035 – 8743901 (North Coast Region)
Ms N Phewa	-	031 – 2032106 (Ethekewini Region)

Good luck!!

**APPROVE/NOT APPROVED**



**MR SP MAJOLA**  
**ACTING HEAD: PUBLIC WORKS**

3/8/2022

**DATE**