

MIDLANDS REGION POSTS

ERRATUMS

POST : ADMINISTRATIVE OFFICER: PROPERTY DEVELOPMENT
SALARY NOTCH : R261,372 per annum
SALARY LEVEL : 07
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : AOPD/MRO/2022

REQUIREMENTS: Grade 12 plus an appropriate National Diploma/ Degree. A minimum of 1-2 years relevant experience. Computer literacy (MS word, excel, power point and outlook). A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Co-ordinate and maintain User Asset Management plans. Conduct space audits. Monitor the security contracts for unutilised sites. Co-ordinate land clearance. Supervise human resources/ staff.

SKILLS : Knowledge of relevant prescripts. Interpersonal skills .Problem-solving. Writing skills and interpersonal relation. Financial Management. Time management. Planning and organising skills.

ENQUIRIES : Mr XT Mabuza (036-638-8000)

NB. Please note that the salary notch and salary level for this post advertised on 21 October 2022 has been amended to salary level 7 and not salary level 8.

POST : ADMINISTRATIVE OFFICER: PROVINCIAL INFORMATION
SALARY NOTCH : R261,372 per annum
SALARY LEVEL : 07
CENTRE : MIDLANDS REGIONAL OFFICE (LADYSMITH)
REF : AOPI/MRO/2022

REQUIREMENTS: Grade 12 plus an appropriate National Diploma/ Degree. A minimum of 3 years relevant experience in Property Management. Computer literacy (MS word, excel, power point and outlook). A valid Driver's License (manual transmission).

KEY PERFORMANCE AREAS: Maintain and update fixed assets register. Administer vesting of properties. Co-ordinate information towards the development of the User Asset Management Plan. Co-ordinate system payments, such as Deeds Office & Win Deed. Supervise train and develop staff.

SKILLS : Ability to research and apply policy and procedures. Analytical creative and innovative. Problem solving skills. Project Management skills. Advanced analytical and numeracy skills. Time management. Detailed knowledge of public sector and relevant prescripts. Presentation and Facilitation skills.

ENQUIRIES : Regional Director : MR W.G Hadebe (036-638-8071)

NB. Please note that the salary notch and salary level for this post advertised on 21 October 2022 has been amended to salary level 7 and not salary level 8.

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ETHEKWINI REGION

ERRATUM

POST : PERSONAL ASSISTANT: REGIONAL DIRECTOR
SALARY NOTCH : R261,372 per annum
SALARY LEVEL : 07
CENTRE : ETHEKWINI REGION - DURBAN
Ref : PA/RD/ETH/2022

REQUIREMENTS : Grade 12, plus a one year Secretarial Diploma/Certificate, or any other equivalent and appropriate one year qualification plus at least three years' appropriate experience, or a three year National Diploma or Bachelor's Degree plus at least three years appropriate experience and proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes.

KEY PERFORMANCE AREAS: Provide a secretarial support service to the Director. Renders administrative support services. Provide support to the Director regarding meetings. Supports the Director with administration of the director's budget. Studies the relevant Public Service and departmental prescripts or policies and the other documents and ensure that the application thereof is understood properly.

SKILLS AND KNOWLEDGE: Administration procedure relating to specific working environment including planning and organising. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Sound organisational skills. High level of reliability Self-management and motivation

Enquiries : Mr GS Blose Tel: 082 782 4267

NB. Please note that the appointment requirements for this post advertised on 21 October 2022 has been amended as indicated above.

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, EThekwini 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: 25 NOVEMBER 2022