

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS**

POST : **4 x Administration Clerk: Acquisitions and Disposal**

REFERENCE NUMBER : **AC/IAM/SR/2023 (Candidates are urged to submit one application)**

SALARY : **R202 233 per annum (Salary level 5)**

CENTRE : **Southern Regional Office, Pietermaritzburg**

REQUIREMENTS: Grade 12 plus computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and e-mail software programmes).

KEY PERFORMANCE AREAS: Duties will be of a clerical nature within the respective business units.

RECOMMENDATIONS: Knowledge of clerical duties and practices. Knowledge and understanding of the legislative framework governing the Public service.

SKILLS: Planning and organising skills. Good verbal and written communication skills.

ENQUIRIES : **Mr SL Dlamini Tel No: 033 897 1463**

POST: 2 X Property Administrative Officer: Acquisition and Disposal

SALARY: R294 321 per annum (Salary Level 7)

REFERENCE NUMBER: PAO/ACQDISP/SR/2023

CENTRE: Southern Regional Office, Pietermaritzburg

REQUIREMENTS: Grade 12 plus a minimum of three years' appropriate relevant experience OR A relevant National Diploma or Degree with a minimum of one years' appropriate, relevant experience. Computer Literacy in MS Office packages. A Valid Driver's License (Minimum Code B) – manual transmission.

KEY PERFORMANCE AREAS: Co-ordinate the eviction, Land exchange and donation. Administer the lease and rentals. Co-ordinate the implementation of

expropriation and conveyance processes. Render Estate Management services. Implement policies and procedures. Supervise human resources/staff.

RECOMMENDATIONS: Knowledge of Legislation. Supervisory skills, Excellent verbal and written communication skills. Pro-active, innovative and be able to work under pressure. Willing to go extra mile to meet deadlines

ENQUIRIES: Mr S L Dlamini

Tel No: 033 897 1463

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 to**

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 or online via KZNPW.JOBS.SOUTHERN@KZNWORKS.GOV.ZA.

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 online and directly to the email addresses indicated above in respect of the different centres where the posts exist.

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.”

- 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 applicants' 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 Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions.
- 1.8 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: 6 October 2023