



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240925/2359
Advert Reference Number:	REF. NO. DOT 243/2024
Job Title:	FOOD SERVICES AID
Job Level:	02
Vacancy Type:	Internal & External
Salary:	R 131 265 PER ANNUM
Department:	KZN TRANSPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

KEY PERFORMANCE AREAS:

- .Provide catering support services for the office of the executive authority.
- .Keep stock of kitchen utensils and equipment for the office of the executive authority.
- .Apply hygiene and safety measures for the office of the executive authority.
- .Removal of garbage disposal for the office of the executive authority.
- .Responsible for food supplies and report waste and losses for the office of the executive authority.

Qualifications and Experience:

REQUIREMENTS:

- .Abet level 2 certificate (NQF level 1 or 2).

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- .Knowledge of tea/coffee making procedures (e.g. how many teabags used in a teapot).
- .Knowledge of the requirements of staff in respect of beverages served.
- .Literacy skills (e.g. ability to read instructions for meetings).
- .Skills in the utilization of electrical equipment (e.g. urns and kettles).
- .Serving tea/coffee skills.
- .The ideal candidate should be honest, reliable, punctual, attentive and have helpful disposition. He/she should have the ability to work with staff of all ranks.

Additional Information

ENQUIRIES: Mr Z ZondiTEL. NO: 033 355 8760
CLOSING DATE:10 October 2024@ (16h00)

APPLICATIONS:Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications can also be forwarded to the: Recruitment & Selection Section, Human Resource

Administration Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo

House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.
For the personal attention of Mr B Hornsby.

***KINDLY TAKE NOTE THAT ALTHOUGH THIS POST IS BASED AT INKOSI MHLABUNZIMA MAPHUMULO HOUSE, PIETERMARITZBURG, THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO WORK IN BOTH THE PIETERMARITZBURG AND DURBAN OFFICES**

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 10 Oct 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)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 in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.