

## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNP/20250407/3235
Advert Reference Number:	KZNDSD/HOD/03/2025
Job Title:	HEAD OF DEPARTMENT KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT
Job Level:	16
Vacancy Type:	Internal & External
Salary:	R2 259 984.00-R2 545 854.00 per annum plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individuals needs
Department:	KZN OFFICE OF THE PREMIER
Component:	HEAD OFFICE
Employment Type:	Contract
Contract Duration:	5 Year Fixed-term contract
Center:	Pietermaritzburg
Number Of Posts:	1

#### Duties/Responsibilities:

Provide strategic direction in the Department of Social Development as the Head of Department. Facilitate the provision of integrated development of social services to the communities of KwaZulu-Natal. . Ensure the rendering of community development through human oriented and people centered approaches by participation, empowerment and ownership of development actions by the community to address and prevent deprivation .Ensure the rendering of professional and effective corporate administrative support services in the Department . Render functions of Accounting Officer for the Department in terms of PFMA, and support the MEC in providing strategic leadership for the Department . Provide leadership, development and preparation of strategic plan in line with the vision and mission as well as ensure that the performance and operations of the Department are geared to achieve the strategic objectives of the Department . Ensure the coordination of an effective implementation of Departmental policies, programmes, and projects in line with the Departmental priorities to Districts Municipalities and institutions.

#### Qualifications and Experience:

Requirements: An undergraduate qualification equivalent to NQF Level 7, PLUS a postgraduate qualification (NQF Level 8) in Social Sciences, Economics, Public Administration/Management or relevant equivalent qualification as recognized by SAQA . 10 years relevant experience at senior management level . A valid, unendorsed driver's license . Computer literacy

#### Essential Knowledge, Skills and Competencies Required:

Significant managerial capability and experience in providing strategic leadership and direction in the sector . Ability to provide technical advice on social development, service delivery related matters to the executive level of government . Knowledge and understanding of the following: Constitution of the Republic of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016, PFMA and Treasury Regulations, etc; International Relations, Development of relevant policies and strategies. . Strong leadership ability in strengthening inter-sectoral collaboration to support the realization of provincial priorities. . Excellent communication and presentation skills . Ability to work well under pressure . Skilled in the art of facilitation and able to cultivate good stakeholder relationships . Advanced skills in the management of financial, human resource and physical resources . A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents . Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority . Ensure integrated risk management and the implementation of Minimum Information Security Standards.

#### Additional Information

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, Tel. No. 033-307 0260

CLOSING DATE: 11 APRIL 2025

NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspreentryprogramme>.

All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations. Applications must be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Director: Human Resource Policy and Practices, Office of the Premier, 1 Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu.

Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [recruitment@kznpremier.gov.za](mailto:recruitment@kznpremier.gov.za). The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

#### 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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 11 Apr 2025

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.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.