

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20250827/3541
Advert Reference Number:	AC-TEL COM SERV 07/AUG 2025
Job Title:	A D M I N I S T R A T I O N C L E R K : TELECOMMUNICATION SERVICES
Job Level:	5
Vacancy Type:	Internal & External
Salary:	R216 417 R254 928 PER ANNUM (SL 5)
Department:	KZN ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	HEAD OFFICE: PIETERMARITZBURG
Number Of Posts:	1

Duties/Responsibilities:

The incumbent will be required to . Render clerical support to the Telecommunication Services unit; .Create and, modify, and oversee databases related to the Telecommunication Services Unit operations; . Maintain filing system within the Telecommunication Services Unit; and . Attend to queries of lost or stolen electronic communication devices, along with damage and repair services

Qualifications and Experience:

The ideal candidate must have Grade 12. An exposure in Telecommunications Services will serve as an added advantage.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have : Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Constitution of Republic of South Africa, Promotion of Access to Information Act, Occupational Health and Safety Act, Public Service Code of Conduct, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles), Basic knowledge of the provision and maintenance of mobile and fixed line communication service, Skills: Good verbal and written communication skills, Computer Literacy, Analytical thinking, Interpersonal relations, Language proficiency, Conflict Management, Presentation skills, Co-ordination, Planning and organizing, Time Management, . Computer Literacy . Attributes: Integrity, Loyalty, Punctuality, Professionalism, Analytical, Honesty.

Additional Information

. TARGETED: AFRICAN MALES, COLOURED MALE, INDIAN FEMALE AND MALE, AND WHITE FEMALE AND MALE AS WELL AS PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS.
. THIS POST IS ONLY OPEN TO PEOPLE RESIDING IN KWAZULU-NATAL

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 : 12 Sep 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).

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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.