



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260731/4440
Advert Reference Number:	22/1/3/6/3/39/2026(HRMD)
Job Title:	DIRECTOR : HUMAN RESOURCE ADMINISTRATION
Job Level:	13
Vacancy Type:	Internal & External
Salary:	R1 317 384.00 PER ANNUM
Department:	KZN COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

Duties/Responsibilities:

The successful candidate will be required to manage an efficient Human Resource Administration services within the department with the following responsibilities: Manage and ensure the provision of recruitment, selection and other life cycle event of employees; Manage the conditions of services and remuneration matters of employees; Manage the human resource management information systems; Develop policies, procedures and strategies aimed at improving service delivery within the human resource administration environment and Manage the resources of the Directorate.

Qualifications and Experience:

The ideal candidate must be in possession of a Bachelors degree/ NQF Level 7 qualification in Human Resource Management field as recognised by SAQA coupled with at least 5 years middle/senior managerial experience in a Human Resource environment, as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have:- Sound knowledge of the RSA Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance and Management System; Basic Conditions of Employment Act; Project Management Principles; Millennium development goals; Youth development policy; National and Provincial practice notes; Supply Chain management practices and procedures; Promotion of Access to Information Act; Service Delivery frameworks; Promotion of Administration Justice Act; Skills Development Act; Human Resource Development strategy of South Africa; National Skills Development Strategy; National Development Plan; Provincial Growth and Development Plan; Treasury regulations; KZN Citizens Charter; Occupational Health and Safety Act; Intergovernmental matters; Ministerial Handbook; Protocol manual of South Africa; Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Act/Legislative mandates; language skills; listening skills; presentation skills; analytical thinking; interpersonal relations; strategic planning skills; organisational skills; research skills; analytical skills; leadership skills; financial Management skills; time Management skills; report writing skills; problem solving skills; conflict management skills; change management skills; self discipline and able to work under pressure with minimum supervision; project management skills; people management skills; relationship management; decision making; facilitation skills; risk management skills; strategic direction; Good communication skills (verbal & written) with staff and management, other departments and private sector organisations, educational institutions, and good computer literacy in MS Office.

Additional Information

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 : 21 Aug 2026

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.