sport and recreation

Department:
Sport and Recreation
PROVINCE OF KWAZULU-NATAL

PROVINCIAL ADMINISTRATION:
KWAZULU-NATAL DEPARTMENT OF SPORT AND RECREATION

This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representativity (race, gender and disability) in all occupational categories. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and women are especially encouraged to apply.

APPLICATIONS: Forward your applications to the attention of Ms NCP Mkhwane: Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville and insert in the application vacancy box.

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department or the website www.dpsa.gov.za/documents/forms/employ.pdf) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including Senior Certificate, driver's licence (where it is required), certified copy of ID document together with comprehensive curriculum vitae (detail managerial experience including year, month and day]. Onus is on the candidate to obtain and submit their Foreign Qualification(s) for verification with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications.

NB: Certification date must not be older than 6 months, three (3) References and ID card must be copied on both sides. Faxed or emailed applications will not be considered. Candidates should not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant Post Reference number and the name of the publication in which they saw the advertisement. Candidates will be subjected to the security vetting process, signing of a performance agreement and an employment contract. It is anticipated that a large volume of applications will be received; it is not possible for the Department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome. Should you not hear from us after three (3) months you must consider your application as unsuccessful.

Applicants, who do not comply with the instructions indicated above, will be disqualified.

A detail of each post is available on the departmental website at www.kzndsr.gov.za under the vacancies link.

POST: DEPUTY DIRECTOR: SPORT AND RECREATION SCHOOL AND COMMUNITY INFRASTRUCTURE

CENTRE : PIETERMARITZBURG
SALARY : LEVEL 12, R 869 007 PER ANNUM (All-inclusive package)
REFERENCE : DSR01/2020

REQUIREMENTS: Degree/ 3-year Diploma in Building /Structural Engineering or relevant equivalent 3-5 years Junior managerial experience in an Engineering environment, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer operation / office automation, Provincial strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Sport and Recreation policies, Facility Management, Programme and Project Management, Financial Management, Change Management, Knowledge Management, People Management and empowerment.
SKILLS: Customer Focus Judgment, Relationship Building, Results Orientation, Dealing with Ambiguity, Conflict Resolution, Negotiating and managing Technical/Procedural Adherence.
RESPONSIBILITIES: Develop and interpret policies related to facilities, Coordinate the provisions and development of sport and recreation facilities, provide advisory services on facilities to the department relevant stakeholders (e.g. MEC, TIC, SASCC, MexC, various sport federations, etc), manage the implementation of department wide sport and recreation school and community infrastructure services strategy (its risk, integrity , internal control management plan and reporting framework) and provide effective, efficient and economic utilization of resources.
ENQUIRIES: MR LM MSANE (033) 897 9400

POST: DEPUTY DIRECTOR: LOGISTICS AND DISPOSAL SERVICES

CENTRE : PIETERMARITZBURG
SALARY : LEVEL 11, R733 257.00 PER ANNUM (All-inclusive package)
REFERENCE : DSR02/2020

REQUIREMENTS: Degree/ 3-year Diploma or equivalent qualification, 3-5 years' SCM Junior managerial experience, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, PPPLA, BBBEE, Practice and Instruction Note, Computer operation/office automation, Management reporting, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures.
SKILLS: Communication (verbal and written), Ability to multi-task, Good organizing abilities, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Facilitation, Policy analysis and development, Financial Management, Motivational, Negotiation, Computer (info extraction, presentation and data capturing), conflict Management, Strategy Management and policy formulation, Labour Relations, Human resource management, good inter-personal relations, Report writing
KEY RESPONSIBILITIES: Facilitate implementation of department-wide supply-chain logistics and disposal delivery strategy (its risks, integrity, internal control, legal compliance, strategic projects implementation plan and reporting framework). Manage the provision of Logistical Services. Manage the provision of Asset Management Services. Manage the provision of Disposal Management Services. Manage utilization of resources (physical, human and financial)
ENQUIRES: MR NM NGUBANE (033) 897 9400

POST: ORGANIZATIONAL FACILITATOR: ORGANISATIONAL DESIGN FACILITATOR

CENTRE : DURBAN/ PIETERMARITZBURG
SALARY : LEVEL 9, R376 596.00 PER ANNUM
REFERENCE : DSR03/2020

REQUIREMENTS: Degree/3-year Diploma in Production/ Operations Management/ Organizational Effectiveness/Human Resource Management, 3-5 years administrative experience in Organisational Design/Human Resource management field, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, computer operation / office automation, provincial strategies, management reporting, departmental objectives /Strategic Plan, departmental business processes, service delivery and service level agreements, departmental Policies / Government policies & Regulations, procurement/SCM procedures, Sport and Recreation policies, Job evaluation system, organisational Design processes, policy development, human resource practices, setting norms and standards and equate software.
SKILLS: Policy development, Project management, computer literacy, written and verbal communication, customer focus, sound judgment, relationship management, results orientation, motivation, presentation, conflict resolution, negotiating, managing technical/ procedural adherence.
KEY RESPONSIBILITIES: Provide advice to management/ line functionaries on procedures, methods, norms and standards. Conduct job evaluation in the Department to ensure equity in the grading of jobs. Identify deficiencies and problems with regard to existing organizational structure, establishment provision as well as efficiency procedure, conduct investigations and make recommendations on the efficient utilization of resources. Develop, coordinate, implement and maintain organizational arrangements and job description's policies in the Department. Facilitate and provide technical advice on the development of job descriptions. Ensure the effective and efficiency utilization of resources.
ENQUIRES: MS NCP MKHWANE (031) 2421715

POST: ASSISTANT DIRECTOR: SPORT PROMOTION AND DEVELOPMENT

CENTRE : AMAJUBA DISTRICT AND UMKHANYAKUDE DISTRICT
SALARY : LEVEL 10, R470 040.00 PER ANNUM
REFERENCE : DSR04/2020 (AMAJUBA) AND DSR05/2020 (UMKHANYAKUDE)

REQUIREMENTS: Degree / 3 Year Diploma in Sport Management or relevant qualification, 3-5 years' experience in a sport environment, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, computer operation / office automation, provincial strategies, management reporting, departmental objectives /strategic plan, departmental business processes, service delivery and service level agreements, departmental policies / government policies & Regulations, procurement/SCM procedures, Sport and Recreation policies.
SKILLS: Policy Development, project management, computer literacy, written and verbal communication, customer focus, sound judgment, relationship management, results orientation, Motivation, Presentation, Conflict Resolution, Negotiating Managing Technical/ Procedural Adherence
KEY RESPONSIBILITIES: Coordinate and manage sport promotion and development projects. Facilitate the identification, nurturing, promotion and support of emerging athletes. Provide budget input for sport promotion and development operational plan. Facilitate the alignment of Sukumasakhe with department activities. Supervise staff.
ENQUIRES: MR V BALRAM (033) 897 9480

POST: ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT

CENTRE : PIETERMARITZBURG
SALARY : LEVEL 09, R376 596.00 PER ANNUM
REFERENCE : DSR06/2020

REQUIREMENTS: An appropriate Degree/ 3-year Diploma or equivalent qualification, 3-5 years' experience, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Computer operation/office automation, Management reporting, Departmental objective. Departmental business processes, Skill Development Act and levies, Basic conditions of employment Act, Labour Relations Act, Employment Equity Act, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures
SKILLS: Results Orientation, Initiative, Customer Focus, Innovation, Teamwork/ Partnering, Problem Solving, Flexibility, Financial Management, Project Management, Technical Skills
KEY RESPONSIBILITIES: Ensure compliance with PFMA, Treasury Regulations, Public Service Regulations, Procurement legislation, etc. (Undertake audits and inspections). Undertake risk assessment project and report thereon. Develop, implement and manage anti-fraud programme. Auditing transaction performed on BAS, PERSAL, Hard Cat and Debtor system. Assess the compliance of government policy within the Department. Provide the effective and efficient utilization of resources.
ENQUIRES: MR FB MABIKA (033) 897 9400

POST: SKILLS DEVELOPMENT FACILITATOR

CENTRE : DURBAN/PIETERMARITZBURG
SALARY : LEVEL 09, R376 596.00 PER ANNUM
REFERENCE : DSR07/2020

REQUIREMENTS: Degree/ 3-year diploma in Human Resource Management/ Human Resource Development. 3-5 years' experience in the public service. Valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Management reporting, Departmental objective. Departmental business processes, Computer operation / office automation, Service Delivery and Service Level Agreements, Skills Development Acts and levies, Basic Conditions of Employment Act, labour Relations Act, Employment Equity Act, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Project Management.
SKILLS: result orientation, initiate, Customer Focus, Innovation, teamwork/Partnering, problem Solving, Flexibility, Financial management, Project management and technical Skills.
KEY RESPONSIBILITIES: Facilitate the development and implementation of workplace skills plan in accordance with SETA requirements. Coordinate training and development programmes in the department. Coordinate Employee Performance Management System. Coordinate the implementation of internships and learnerships programmes. Assist with the development of the annual human resource development plan. Oversee the administration of bursaries. Ensure the effective and efficient utilization of resource.
ENQUIRES: MS NCP MKHWANE (031) 2421715

POST: SPORT PROMOTION AND DEVELOPMENT CO-ORDINATOR

CENTRE : KING CETSHWAYO DISTRICT
SALARY : LEVEL 08, R316 791.00 PER ANNUM
REFERENCE : DSR08/2020 (KING CETSHWAYO)

REQUIREMENTS: Degree / 3 Year Diploma in Sport Management or equivalent qualification, 1-3 years' experience in the Public Service, valid code 8 drivers' licence, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Relevant legislatives, Regulations and Policy Framework, Computer operation/office automation, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, PFMA, Departmental Policies, Project Management, Sport Management/Sport Science, National and Provincial Sport and Recreation Strategies.
SKILLS: Communication (verbal and written), Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical methods and techniques, good organisational abilities Problem solving, Communication, Administration and coordination, good inter-personal relations, Programme Management, Report writing, Leadership, Financial Management, Event Management, Public relation, Public Administration, Planning and Execution, organising and control, Decision making and Teamwork.
KEY RESPONSIBILITIES: Facilitate and coordinate the formation of sport structures at district, wards and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at district, wards and local levels for development of sport. Facilitate, co-ordinate and monitor the effective implementation of departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.
ENQUIRES: MR V BALRAM (033) 897 9480

POST: PERSONAL ASSISTANT: HUMAN RESOURCE ACQUISITION AND DEVELOPMENT SUPPORT SERVICES

CENTRE : DURBAN/PIETERMARITZBURG
SALARY : LEVEL 07, R 257 508.00 PER ANNUM
REFERENCE : DSR09/2020

REQUIREMENTS: 3-year Secretariat Diploma. 3-5 years' experience in the administrative environment and secretariat.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource management.
SKILLS: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact, and diplomacy, project management, policy analysis and development, motivational, Negotiation, Conflict management, Strategy management and policy formulation, labour Relations, programme management, report writing and financial management.
KEY RESPONSIBILITIES: Provide Administrative support services to the manager/ general manager. Provide a secretariat/receptionist support services to the manager/ general manager. Provide support to the manager/general manager regarding meetings. Support the Manager/general manager regarding budget. Studies the relevant public service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
ENQUIRIES: MS NCP MKHWANE (031) 2421715

POST: EMPLOYEE WELLNESS PRACTITIONER

CENTRE : DURBAN/PIETERMARITZBURG
SALARY : LEVEL 07, R257 508 PER ANNUM
REFERENCE : DSR10/2020

REQUIREMENTS: An appropriate degree in Social Science or equivalent qualification. 1- 2 years' experience in a wellness environment. A valid code 8 driver's license, computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Counseling, Stress management, Policy Development, Human Resource Management
SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project management, Policy analysis and development, Strategy management and policy formulation, Labour Relations, Report writing.
KEY RESPONSIBILITIES: Provide counseling /referrals, treatment and aftercare. Provide the planning, implementation and conduct various prevention and wellness programmes. Provide the research on new methods in terms of treatment, care, support and needs assessments. Provide the marketing strategy to introduce services to employees. Provide the effective and efficient administrative services for employee health and wellness.
ENQUIRIES: MS NCP MKHWANE (031) 2421715

POST: REGISTRY CLERK

CENTRE : DURBAN/PIETERMARITZBURG
SALARY : LEVEL 05, R173 703 PER ANNUM
REFERENCE : DSR11/2020

REQUIREMENTS: Grade 12. computer literacy, willingness to work under pressure and beyond normal hours.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management
SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Conflict Management, Labour Relations, Report writing, Financial management
KEY RESPONSIBILITIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
ENQUIRIES: DR N DUMA (031) 2421728

POST: ADMINISTRATIVE ASSISTANT

CENTRE : DURBAN /PIETERMARITZBURG
SALARY : LEVEL 05, R173 703 PER ANNUM
REFERENCE : DSR12/2020

REQUIREMENTS : Grade 12, Computer literacy, valid code 8 drivers' licence, willingness to work under pressure and beyond normal hours/weekends.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulation, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management.
SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Motivational, Negotiation, Conflict Management Labour Relations, Programme management, Report writing and Financial management.
KEY RESPONSIBILITIES: Administering the bursary scheme, administering training and development programmes, Administering Learnership/Internship programme, Administer and maintain the performance management system, Administer the implementation of induction/ Orientation/re-orientation programme, and general administration related to HRD functions
ENQUIRIES: MS NCP MKHWANE (031 242 1715)

POST: SUPPLY CHAIN ADMIN CLERK: PROCUREMENT

CENTRE : PIETERMARITZBURG
SALARY : LEVEL 05, R173 703 PER ANNUM
REFERENCE : DSR13/2020

REQUIREMENTS: Grade 12, Computer literacy, Willingness to work under pressure and beyond normal hours/weekends.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management.
SKILLS: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, Financial management
KEY RESPONSIBILITIES: Handle the acquisition quotation processes, provide update of Quotation Register, Utilize the Central Supplier Database (CSD) to invite quotes below R30,000-00, Screening of companies for compliance, Assist with tender/quotation Register, Assist with quotation briefing sessions.
ENQUIRES: MR NM NGUBANE (033 897 9400)

POST: FINANCE CLERK: FINANCIAL MANAGEMENT SUPPORT SERVICES (2 POSTS)

CENTRE : DURBAN/PIETERMARITZBURG
SALARY : LEVEL 05, R 173 703 PER ANNUM
REFERENCE : DSR14/2020

REQUIREMENTS: Grade 12, Computer literacy, a valid code 8 drivers' licence, willingness to work under pressure and beyond normal hours/weekends.
COMPETENCIES REQUIRED: KNOWLEDGE: Public Service Act and Regulations, PFMA, BAS, TAX, Financial Regulations, Treasury Instructions, GAAP.
SKILLS: Communication (verbal and written), Presentation, Computer Literacy, Problem Solving, Good inter-personal relations, Financial management.
KEY RESPONSIBILITIES: Monitor & reconcile departmental bank account, Payment of creditors/suppliers, render voucher control (credit management), Monitor & reconciliation of departmental revenue, Maintenance of supplier's entity information / database on BAS, Deal with queries (internal & external client).
ENQUIRES: MRS S CHENDRIAH (031 242 1717)

CLOSING DATE: 28 FEBRUARY 2020

GRADUATE DEVELOPMENT PROGRAMME (INTERNSHIP) 2020/2022

The Kwazulu-Natal Department of Sport and Recreation hereby invites applications for internship opportunities that currently exist within the Department. Applications are invited from unemployed graduated youth residing in the Province between 18 - 35 years of age with relevant Degree / Three Year National Diploma qualifications. Successful applicants will be expected to enter into a 24-months contract and receive a Stipend of R6083.70 per month. Applicants must not have been exposed to work experience in the area of study or have participated in an internship programme in a Government Department.

In line with National Skills Development Strategy III and the Departmental Annual Human Resource Development Plan, applicants from designated groups and areas are encouraged to apply.

Directorate / District	Educational Requirement / Field of Study	Ref No:	Placement / Centre	Number of Posts
uThukela District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 01	Ladysmith	1
uMzinyathi District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 02	Dundee	1
Amajuba District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 03	Newcastle	1
Harry Gwala District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 04	Ixopo	1
Ugu District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 05	Port Shepstone	1
King Cetshwayo District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 06	Richards bay	1
uMkhanyakude District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 07	Richards bay	1
Zululand District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 08	Ulundi	1
Ilembe District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 09	KwaDukuza	1
eThekwini District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 10	Durban	1
uMgungundlovu District Centre of Delivery	Degree / National Diploma: Sport Science / Human Movement Sciences	DSR /INT 11	Pietermaritzburg	1
Human Resource Management Services	Degree / National Diploma: Human Resource Management/	DSR /INT 12	Durban	1
Financial Management Services	Degree / National Diploma in Accounting / Budget Services	DSR /INT 13	Durban	1
Risk, Integrity and Internal Control Services	Degree/ National Diploma: Risk Management/ Accounting/ Internal Auditing	DSR /INT 14	Pietermaritzburg	1
Monitoring, Evaluation and Transformation Services	Bachelor of Science/ Bachelor of Social Science/ Bachelor of Arts: Environmental Science with Majors in Research/ Monitoring/ Evaluation/ Geographical Information Systems/ Population Studies	DSR /INT 15	Pietermaritzburg	1

Applications should be submitted on a signed Z83 form obtainable from any Public Service Department, stating the reference number, and should be accompanied by a curriculum vitae, proof of residential address and certified copies of qualifications(National Senior Certificate and a minimum 3 years qualification) and identity document.

Note: Only Graduates who have not previously taken part in any internship programme are invited to apply.

Applications should be sent to the following address: The Deputy Director: Human Resource Development, KZN Department of Sport and Recreation, Private Bag X24, MAYVILLE, 4058 or hand-delivered to the 2nd Floor, Highway House, 83 – 93 King Cetshwayo Highway, Mayville, Durban.

WORK INTEGRATED LEARNING PROGRAMME (IN-SERVICE TRAINING) 2020/2021

The Kwazulu-Natal Department of Sport and Recreation hereby invites applications for internship opportunities that currently exist within the Department. Applications are invited from youth residing in the Province between 18 - 35 years of age studying towards relevant Diploma qualifications.

Successful applicants will be expected to enter into an 18-months contract and receive a Stipend of R5066.00 per month. Applicants must not have been exposed to work experience in the area of study or have participated in a work integrated learning programme in a Government Department. In line with National Skills Development Strategy III and the Departmental Annual Human Resource Development Plan, applicants from designated groups and areas are encouraged to apply.

Directorate / Component	Educational Requirement / Field of Study	Ref No:	Placement / Centre	Number of Posts
Financial Management Support Services	Financial Management (N6)	DSR /WIL 01	Durban	1
Auxiliary Management Support Services - REGISTRY	Public Management (N6)	DSR /WIL 02	Durban	1
Human Resource Management Support Services	Human Resource Management (N6)	DSR /WIL 04	Durban	1
Office of the Head of Department	Management Assistant / Public Management / Administration (N6)	DSR /WIL 06	Pietermaritzburg	2

Applications should be submitted on a signed Z83 form obtainable from any Public Service Department, stating the reference number, and should be accompanied by a curriculum vitae, proof of residential address and certified copies of qualifications (National Senior Certificate and relevant N6 Certificate), a letter from the Institution requesting workplace experience and identity document. Applications should be sent to the following address: The Deputy Director: Human Resource Development, KZN Department of Sport and Recreation, Private Bag X24, MAYVILLE, 4058 or hand-delivered to the 2nd Floor, Highway House, 83 – 93 King Cetshwayo Highway, Mayville, Durban.

Note: Preference may be given to applicants who reside near places where opportunities exist.
Enquiries should be directed to: **Mrs. TN Shongwe 031 242 1708**

CLOSING DATE: 28/02/2020
Applications received after the closing date will not be accepted.