



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

Private Bag X 9143, Pietermaritzburg, 3200  
179 Jabu Ndlovu Street, Pietermaritzburg, 3200  
Tel: 033- 341-9300 Fax: 033- 342-6345

### **POST : LAW GRADUATES' RECRUITMENT PROGRAMME (15 POSTS)**

These posts are part of the Department's job creation initiatives in line with Expanded Public Works Programme (EPWP). Applicants are requested to apply in districts that they reside in and quote the reference number as indicated below. All applications shall be made using the attached application form in order to avoid disqualification.

**STIPEND** : R 6 500.00 per month

**NATURE OF APPOINTMENT** : (24 months' non-renewable contract)

<b>CENTRE</b>	<b>NO. OF POSTS</b>	<b>REF. NO.</b>	<b>APPLICANTS FROM THE FOLLOWING DISTRICTS ARE ELIGIBLE TO APPLY</b>
Pietermaritzburg (Head Office)	2	LGRP 01	All districts in the province
Pietermaritzburg	1	LGRP 02	uMgungundlovu
Durban	3	LGRP 03	eThekweni Metro
Port Shepstone	1	LGRP 04	uGu
Stanger	1	LGRP 05	iLembe
KwaMbonambi	1	LGRP 06	King Cetshwayo
Newcastle	1	LGRP 07	Amajuba
Dundee	1	LGRP 08	uMzinyathi
Estcourt	1	LGRP 09	Uthukela
Ulundi	1	LGRP 10	Zululand
Mkhuze	1	LGRP 11	uMkhanyakude

### **POST REQUIREMENTS:**

A candidate must have satisfied all requirements for the LLB Degree (NQF Level 8) obtained at any university registered in the Republic of South Africa and must be willing to be registered for articles/pupillage with a law firm/advocate appointed by the Department. Must be between the ages of 18-35 years old, have no working experience, have never served under any graduate recruitment programme, have no criminal record, and must be a South African citizen or permanent resident in the Republic.

### **KNOWLEDGE, SKILLS AND COMPETENCIES:**

A candidate must be skilled in communication (both verbal and writing); research; investigation; monitoring and evaluation; report writing, analysis; decision making and presentation as well as proficient in computer application software (Excel, PowerPoint, Word, MS Teams, etc.).



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### **KEY RESPONSIBILITIES:**

Law graduates will be deployed under the Directorate: Provincial Police Oversight & Community-Police Relations and perform the following activities in all 11 districts: Undergo the practical vocational training as per the requirements of the applicable legislative framework, analyse dockets at police stations to determine if there are any SAPS inefficiencies in criminal matters, attend to complaints on dockets that have been struck off the roll or withdrawn from the court roll due to possible inefficiency, including liaison with the prosecution, conducting Domestic Violence Act audits at provincial priority stations, conducting other Legislative Compliance Audits at priority police stations as may be identified by the Department, attend court appearances on identified priority cases, analysis of charge sheets at identified courts to identify SAPS and other inefficiencies.

**The Department will invite registered law firms and advocates in each district to allow the law graduates to serve their articles or pupillage while under deployment with the Department.**

**ENQUIRIES : Mr. P.S Sigwaza  
Telephone: 033 - 341 9300**

### **DIRECTIONS TO APPLICANTS**

Applications must be submitted on the attached **EPWP application form** and should be accompanied by certified copies of qualifications, identity document together with comprehensive curriculum vitae. Faxed or e-mailed applications will not be considered. All fields in the application form are mandatory and must be completed in full and the form must be initialled on each page and signed at the back for an applicant to be considered for any post. **Should the application be received using a different application form, it will not be considered.**

In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by applicants for employment" – (Annexure F). This form must be attached as part of your application for employment. Failure to comply will result in your application being disqualified. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction will be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number.

Due to many applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful. Applicants with disabilities are encouraged to apply.

Applications may be forwarded by post to: Head: Community Safety and Liaison  
Human Resource Management  
Private Bag X9143  
Pietermaritzburg  
3200  
For Attention: Mr K Ngongoma

or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.



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Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.

**Closing date: 13 May 2022.**

A handwritten signature in black ink, appearing to be 'CS Ngcobo', written over a horizontal line.

**MR CS NGCOBO  
DIRECTOR: CORPORATE SERVICES**

**DATE:** 29/04/2022



## APPLICATION FORM

**WHAT IS THE PURPOSE OF THIS FORM**

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be inter-viewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

**WHO SHOULD COMPLETE THIS FORM**

Only persons wishing to apply for an advertised position in a government department.

**ADDITIONAL INFORMATION**

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

**SPECIAL NOTES**

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the

**A. THE ADVERTISED POST**

Position for which you are applying: _____ Post Reference Number: _____	Department where the position was advertised  <b>Community Safety and Liaison</b>
Location Information: District: _____ L/Municipality: _____ Ward No: _____ Village _____	Are you employed on any other EPWP projects/programmes with other organisations? Yes / No  If yes, state the organizations _____

**B. PERSONAL INFORMATION**

Surname				
First names				
Date of birth				
Identity number <sup>2</sup>				
Race <sup>3</sup>	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender <sup>3</sup>			Female	Male
Do you have a disability? <sup>3</sup>			Yes	No
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
And do you have a valid work permit?			Yes	No
Have you been convicted of a criminal offence or been dismissed from employment? <sup>4</sup>			Yes	No
Do you have any pending disciplinary case against you?			Yes	No
If yes (Provide the details)				
Have you resigned from a recent job pending any disciplinary proceeding against you?			Yes	No
If yes. Provide details				
Are you conducting business with the state or are you a Director of Public or Private company conducting business with the state?			Yes	No
If yes. Provide details				
Have you been discharged or retired from the services on grounds of ill-health or on condition that you cannot be re-employed?			Yes	No
If yes. Provide details				
If your profession or occupation requires State or official registration, provide date and particulars of registration				

details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be considered if it directly relates to the requirements of the position.

5 – Applicants with substantial qualifications or work experience must attach a CV.

**C. HOW DO WE CONTACT YOU**

Preferred language for correspondence?

Telephone number during office hours

**C1. Household Information**

Alternative Contact Person

Contact Number

Number of people in the household

Number of dependents in the household

Number of children attending school

**D. LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'**

	Languages (specify)						
Speak							
Read							
Write							

**E. QUALIFICATIONS<sup>5</sup>**

Name of School/Technical College	Highest qualification obtained	Year obtained

**Tertiary education (complete for each qualification you obtained)**

Name of institution	Name of qualification	Year obtained

Current study (institution and qualification):

**F. WORK EXPERIENCE<sup>5</sup>**

Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	

Do you have a relationship with any existing Community Safety and Liaison official						<b>Yes</b>	<b>No</b>
If yes, Provide the name of the official							

<b>G. REFERENCES</b>		
Name	Relationship to you	Tel. No. (office hours)

<b>DECLARATION</b>	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed:	
Signature:	Date:

## **ANNEXURE F - NOTICE FOR POST ADVERTISEMENTS**

### **PROTECTION OF PERSONAL INFORMATION ACT, 2013 NOTICE & DECLARATION BY APPLICANTS FOR EMPLOYMENT**

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that*

- i. the supply of this information is mandatory to process the application for employment and to comply with the laws regulating employment matters in the Public Service.*
- ii. failure to supply same would result in disqualification.*
- iii. any false information provided will result in criminal action being taken that may result in my prosecution.*

*The personal information collected through the application may be shared with and processed by –*

- 1. the employees of the Department for purposes of administering the recruitment and selection process;*
- 2. employees of other Departments and entities serving on selection / interview panels;*
- 3. Law enforcement agencies for purposes of criminal record checks;*
- 4. Third parties contracted by the Department to undertake any vetting process in relation to the application; and*
- 5. any other Organs of State for purposes of performing their public functions or their agents.*

*I acknowledge that any personal information shall be retained for 3 years before being destroyed. I accept that the processing of the personal information shall be in accordance with the Protection of Personal Information Act, 2013 and shall be for any one or more of the following purposes:*

- a) processing necessary to manage my application for employment within the Public Service in accordance with the laws applicable to the Public Service;*
- b) processing in pursuance of an obligation imposed by law on the Public Service;*
- c) processing in order to protect a legitimate interest of mine;*
- d) processing necessary for the proper performance of a public law duty of the Public Service;*  
*or*
- e) processing necessary for pursuing the legitimate interests of the Public Service or of a third party to whom the information is supplied.*

*I hereby consent to the processing of personal information in accordance with the Protection of Personal Information Act, 2013 and I acknowledge that I have the right to –*

- i. access to and the right to rectify the information collected;*
- ii. the right to object to the processing of personal information to protect a legitimate interest or processing that is necessary for the proper performance of a public law duty by a public body, on reasonable grounds relating to my situation, unless legislation provides for such processing; and*
- iii. lodge a complaint to the Regulator ([complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)).*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**