

GUIDELINES TO ALL PROSPECTIVE CANDIDATES APPLYING FOR VACANT POSITIONS WITH THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS

The KwaZulu-Natal Department of Human Settlements is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Candidates whose appointment will promote representivity will be given a preference.

In an effort to assist prospective candidates when applying for positions within the Department, candidates are reminded to ensure that the following criteria are adhered to when applying for a vacant position, to avoid disqualification:

- A fully completed Application for Employment Form (Z83) obtainable from any Government Department or any other form stated on the advertisement., which must be signed and dated.
- A detailed Curriculum Vitae (CV), which clearly indicates qualifications, courses attended and previous experience. In positions where previous experience is a requirement, candidates are reminded to please ensure that the CV reflects all employers, both current and previous positions held/rank or job title, full periods of employment (months and years must be indicated) and details of the duties undertaken. This information assists the Department in determining whether the previous experience is appropriate and sufficient.
- All supporting documents must be certified on the front page and candidates must ensure that the person certifying the documents fully completes and signs the certification information. Candidates are advised to only attach supporting documents from accredited institutions/organizations.
- Where driver's licence is required, certified copies of valid driver's licences must accompany the application. Those copies where the licence has expired will result in the application being disqualified, unless proof of renewal of licence or a temporary licence is enclosed in the application.
- Attach a certified copy of their RSA Identity Document.
- Candidates who are computer literate must also indicate this on their application/ CV and where possible attach supporting documents.
- Submit separate applications when applying for more than one position in the Department.
- Personal information and qualifications are vetted and verified by the State Security Agency (SSA) and the South African Qualifications Authority (SAQA) and false information may result in the disqualification of the candidate to compete for the respective post.
- Applications should be hand-delivered or posted to any of the Department's addresses as stipulated on the advertisement.
- Faxed or e-mailed applications will not be accepted.
- Applications received after the closing date will be disqualified.
- The Department of Human Settlements reserves the right not to make an appointment.

Should prospective candidates require clarity and/or assistance when applying for vacant positions within the Department, they are welcome to contact the following officials:

Mr TV Nkosi	- (031) 336 5203	Ms DL Richards	- (031) 336 5201
Mr MJ Zikode	- (031) 336 5206	Ms DM Sithole	- (031) 336 5200
Mr LC Nzuzo	- (031) 336 5383	Ms NN Tshangela	- (031) 336 5196
Ms SV Nzuzo	- (031) 336 5346		