

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE**

The Provincial Administration: KwaZulu-Natal is an equal opportunity, affirmative action employer and all designated groups including females and the disabled are encouraged to apply.

- APPLICATIONS** : All applications must be directed to: The Manager - Human Resource Management and Development, Department of Arts, Culture and Tourism, Private Bag X9140 Pietermaritzburg, 3200 or hand-delivered at 171 Boshoff Street, Pietermaritzburg
- FOR ATTENTION** : Mrs. M. Rowles.
- CLOSING DATE** : 27 June 2009
- NOTE** : Applicants must submit their applications on the prescribed Z83 application form (which must be fully completed and signed by the applicant), obtainable from any Public Service Department. This should be accompanied by certified copies of required educational qualifications (not copies of certified copies), driver's licence (where it is required), Identification Document (ID), together with a comprehensive curriculum vitae (CV). Applicants must also quote the relevant reference number and the name of the publication in which they saw this advertisement. Applicants who do not comply with the above instructions will be disqualified. NB: The Department will conduct personnel suitability checks on all recommended candidates prior to being appointed. Faxed copies and applications received after the closing date will not be considered. NB: Please note that all shortlisted candidates will be subjected to a typing test

OTHER POSTS

- POST 23/195** : **DEPUTY MANAGER: EMPLOYEE HEALTH AND WELLNESS (REF NO: ACT/300)**
Chief Directorate: Administration Services
Directorate: Human Resource Management and Development
- SALARY** : R407 745 – R472 758 per annum (An all-inclusive package to be structured in accordance with the rules of Middle-Management Services)
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : An appropriate three (3) year tertiary qualification with a major in Psychology, coupled with three to five (3-5) years relevant experience of which two (2) must be at a managerial level •Registration with the South African Council for Social Services Professionals •Knowledge of legislation related to the Department and the post •Ability to work in a multi-disciplinary team •Excellent interpersonal, management and analytical skills as well as presentation, negotiation and project management skills •Candidate to be willing to travel extensively. Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.
- DUTIES** : Key responsibilities: Manage the Employee Health and Wellness initiatives, including all personal and health related problems •Provide advice on matters related to Employee Health and Wellness programmes •Develop and implement Employee Health and Wellness policy. Liaise with relevant stakeholders and bodies such as professional bodies, research institutions, etc •Monitor and evaluate the implementation of the Employee Health and Wellness •Draw operational intervention programmes and management plans •Manage all counseling and other interventions provided as support to employees •Develop special programmes to particularly assist in bringing about awareness on diseases such as HIV/AIDS •Develop the Departmental HIV/AIDS policy, monitor implementation and ensure periodic re-views to maintain effectiveness •Manage occupational hygiene within the Department. Oversee health and productivity management in the Department •Promote good health and safety within the Department •Design and implement programmes to address environmental risks within the Department •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr JSB Jafta (033) 341 3600

POST 23/196 : **DEPUTY MANAGER: INFRASTRUCTURE DELIVERY (REF NO: ACT/301)**
 Directorate: Infrastructure Management

SALARY : R407 745 – R472 758 per annum (An all-inclusive package to be structured in accordance with the rules of Middle-Management Services)

CENTRE : Pietermaritzburg (Head Office)

REQUIREMENTS : An appropriate three (3) year tertiary qualification, coupled with three to five (3-5) years relevant experience, two (2) of which must be at a managerial level
 •Knowledge of legislation related to the Department and the post •Ability to work in a multi-disciplinary team •Excellent interpersonal, management and analytical skills •Presentation, negotiation and project management skills •Candidate to be willing to travel extensively •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Manage and monitor compliance with industry regulations including EPWP •Manage processes related to infrastructure delivery •Monitor projects (conduct site visits) and present reports •Liaise with stakeholders on infrastructure development matters. Manage sub-directorate resources •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Ms LBP Gwala (033) 264 3400

POST 23/197 : **DEPUTY MANAGER: PERFORMING ARTS (REF NO: ACT/280)**
 Chief Directorate: Cultural Affairs
 Directorate: Arts Development

SALARY : R407 745 – R472 758 per annum (An all-inclusive package to be structured in accordance with the rules of Middle- Management Services)

CENTRE : Pietermaritzburg (Head Office)

REQUIREMENTS : An appropriate three (3) year tertiary qualification, coupled with three to five (3-5) years relevant experience, two(2) of which must be at a managerial level •Proven experience in developing and designing strategic business plans •Understanding of the Arts and Crafts business development •Good communication & writing skills •Intensive knowledge of research methods and presentation skills •Knowledge of the legislation related to the Department and the post •Project management skills •Computer Literacy (MS Word, PowerPoint, Excel, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Develop and monitor the implementation of policies relating to the Performing Arts • Facilitate the provision and maintenance of Performing Arts facilities •Facilitate access to facilities and programmes •Facilitate the funding and operation of the KZN Arts and Culture Council •Facilitate the provision and maintenance for Grants-in-Aid •Guide and assist regional staff on the implementation of Performing Arts programmes •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Mr. T. Luthuli, Tel: (033) 341 3600

POST 23/198 : **DEPUTY MANAGER: PERFORMANCE MANAGEMENT (REF NO: ACT/283)**
 Chief Directorate: Corporate Governance
 Directorate: Corporate Strategy

SALARY : R344 052 – R398 805 per annum (An all-inclusive package to be structured in accordance with the rules of Middle- Management Services)

CENTRE : Pietermaritzburg (Head Office)

REQUIREMENTS : An appropriate three (3) year tertiary qualification coupled with three to five (3-5) years relevant experience, two (2) of which must be at a managerial level
 •Intensive knowledge of research and report writing skills. Ability to work in a multi-disciplinary team •Excellent interpersonal, management and analytical skills. Presentation, negotiation and project management skills. Knowledge of legislation related to the Department and the post •Candidate to be willing to travel extensively •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Develop and monitor the implementation of the Service Delivery Improvement Plan (SDIP) of the Department •Develop systems or tools

for the monitoring of the organizational performance (i.e. balanced scorecard)
•Manage the resources (budget, human and assets) within the Directorate •Align strategy to performance monitoring mechanisms •Monitor the alignment between organisational and individual performance monitoring tools •Co- ordinate departmental reports with regard to monitoring and evaluation systems •Conduct impact assessments on service delivery •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Mr. U. Govender (033) 264 3400

POST 23/199 : **DEPUTY MANAGER: INFORMATION SERVICES (REF: ACT 286)**
Chief Directorate: Libraries, Information and Archives
Directorate: Public Libraries and Information Services

SALARY : R344 052 – R398 805 (An all- inclusive package to be structured in accordance with the rules for Middle Management Services)

CENTRE : Pietermaritzburg (Head Office)

REQUIREMENTS : An appropriate four(4) year qualification coupled with three to five (3-5) years relevant experience, two (2) of which must be at a management level •Advanced knowledge of integrated electronic information systems and networked applications relevant to libraries • Excellent communication and writing skills • Relevant project management skills •Knowledge of and experience in reference work, including web-based information retrieval •Excellent computer literacy skills and abilities •A valid code 8 driver's license.

DUTIES : Key Responsibilities: Manage the activities of the Information Services sub-directorate, incorporating the Central Reference Service, Audio-Visual Service and Computer Section •Develop and expand reference facilities and ICT capabilities in affiliated public libraries •Develop and co-ordinate the central reference and audio-visual collections and services •Undertake user liaison and negotiations in the provision of client services to affiliated municipal libraries linked to the Library Service network •Coordinate the implementation of the networked automated library system BROCADE •Monitor development and training in respect of the networked provincial automated library system • Oversee the provision of systems administration of automated library system and liaise with ICT stakeholders and some providers. •Exercise budgetary control •Manage employees' performance in accordance with the Employees' Performance Management and Development System.

ENQUIRIES : Mrs C. Slater (033- 341 3000)

POST 23/200 : **DEPUTY MANAGER: EXECUTIVE SUPPORT (REF NO: ACT/284)**
Directorate: Executive Support

SALARY : R344 052 – R398 805 per annum (An all-inclusive package to be structured in accordance with the rules of Middle-Management Services)

CENTRE : Pietermaritzburg (Head Office)

REQUIREMENTS : An appropriate three (3) year tertiary qualification coupled with three to five (3-5) years relevant experience, two (2) of which must be at a managerial level •Intensive knowledge of research and report writing skills. Ability to work in a multi-disciplinary team •Excellent interpersonal, management and analytical skills as well as presentation, negotiation and project management skills •Knowledge of legislation related to the Department and the post. Candidate to be willing to travel extensively •Computer literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Provide executive support to the HOD •Provide entity and institutional support •Manage resources (budget and assets) within the Directorate •Coordinate the execution of compliance in terms of Departmental Mandates •Provide support and participation in Cabinet Cluster technical committees •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Mr.JM Mtshali (033) 264 3400

POST 23/201 : **ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT (REF NO: ACT/281)**
 Directorate: Culture Development

SALARY : R217 482 – R252 483 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : An appropriate three (3) year tertiary qualification in Languages coupled with a minimum of at least three (3) years relevant experience •Knowledge and experience in the culture development industry. Intensive knowledge of research methods and presentation skills •Good communication and written skills •Knowledge of legislation related to the Department and the post. Project Management Skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Conduct research on moral regeneration, social cohesion, indigenous knowledge systems, cultural practices and rituals •Identify and conduct research on the necessary policies and programmes for culture development •Develop moral regeneration and social cohesion programmes.

ENQUIRIES : Mr. ZS Ndimande (033) 341 3605

POST 23/202 : **ASSISTANT MANAGER: CONDITIONS OF SERVICE AND REMUNERATION DIVISION (REF NO: ACT/302)**
 Directorate: Human Resource Management and Development

SALARY : R174 243 – R202 287 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : An appropriate three (3) year tertiary qualification, coupled with at least three (3) years relevant experience in the administration of the condition of service and remuneration, two (2) of which must be at a supervisory level •Broad and in – depth knowledge of all relevant legislation, policies and practices .PERSAL knowledge and experience •Knowledge of and experience in aspects related to conditions of service •Research and Policy development knowledge. Excellent report writing, communication and presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Administer the processing of employee benefits •Administer the remuneration matters •Administer compensation in respect of injury on duty •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Mr MK Moyo (033) 3413663

POST 23/203 : **ASSISTANT MANAGERS: RECORDS MANAGEMENT (2 POSTS) (REF NO: ACT/287)**
 Directorate: Archives Services

SALARY : R174 243 – R202 287 per annum
CENTRE : Pietermaritzburg Archives Repository (1 Post)
 Ulundi Archives Repository (1 Post)
REQUIREMENTS : An appropriate three (3) year tertiary qualification •A minimum of three (3) years relevant experience in a records management environment, coupled with extensive background and knowledge of records management principles, procedures and legislation •Minimum of two (2) years supervisory experience •Experience in the provision of training, evaluation of records classification systems and inspections •Excellent communication, and writing skills •Good research, analytical and policy development skills •Computer Literacy (Ms Word, Excel, PowerPoint, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Co-ordinate and ensure implementation of Records Management programmes •Encourage the appointment of records managers in public entities •Recommend Records Classification Systems and Disposal Authorities for public entities for approval by the Provincial Archivist •Ensure the implementation of proper Records Management practices in public entities •Co-ordinate, allocate and monitor activities within the repository •Give input to the formulation and evaluation of policies, budget, strategic and operational plans •Ensure the implementation and adherence to policies and procedures •Manage

employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRES : Mrs J Hawley (033) 342 4712 (Pietermaritzburg Archives Repository)
Mrs P.P. Mwandla (035) 879 8500 (Ulundi Archives Repository)

POST 23/204 : **PRINCIPAL ARCHIVIST: REPOSITORY AND ORAL HISTORY (REF NO.: ACT/288)**
Directorate: Archives Services

SALARY : R145 920 – R169 410 per annum
CENTRE : Pietermaritzburg Repository
REQUIREMENTS : An appropriate three (3) year tertiary qualification •A minimum of three (3) years relevant experience in an archives and/or oral history environment, coupled with a background and knowledge of archival and oral history methodology, principles, procedures and legislation •Excellent communication, and writing skills. Good research, analytical and reporting skills •Computer Literacy (Ms Word, Excel, PowerPoint, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Monitor the researching, conducting and processing of oral history interviews •Compile the finding aids for the repository's holdings. •Monitor the acquisition of non-public archivalia •Facilitate archives awareness programmes •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRES : Mrs J. Hawley (033) 342 4712

POST 23/205 : **LIBRARIAN: INFORMATION SERVICES: COMPUTER SERVICES (REF NO.: ACT/289)**
Directorate: Public Libraries and Information Services

SALARY : R 145 920 – R 169 410 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : An appropriate four (4) year tertiary qualification with majors in Library and Information Science coupled with two (2) years relevant experience in library services environment •Working knowledge of a library automated management system •Good communication skills (written and verbal) •Computer Literacy (Ms Word, Excel, PowerPoint, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Train affiliated library staff on the networked library system •Assist in the development and proper functioning of the Directorate's automated library system •Provide ongoing professional support to affiliated libraries. Assist with ICT initiatives in affiliated public libraries •Assist in the compilation of procedure manuals and training aids •Provide help-desk assistance to networked affiliated libraries •Assist in the administrative procedures of the Computer Section sub-division

ENQUIRIES : Ms C.E. Slater (033) 341 3000

POST 23/206 : **LIBRARIAN: LIBRARY RESOURCE MANAGEMENT: ACQUISITIONS (REF NO.: ACT/290)**
Directorate: Public Libraries and Information Services

SALARY : R 145 920 – R 169 410 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : An appropriate four (4) year tertiary qualification with majors in Library and Information Science coupled with two (2) years relevant experience in library services environment •Broad knowledge and interest in books and reading •Good communication skills (written and verbal) •Computer Literacy (Ms Word, Excel, PowerPoint, etc) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Review books for the selection process •Assist in the preparation of book exhibits •Monitor current trends in the field of publishing and readership •Create a balanced library collection •Monitor public library needs •Carry out stock assessments of library collections.

ENQUIRIES : Ms B. Mjwara (033) 341 3000

POST 23/207 : **CHIEF LIBRARY ASSISTANT: LIBRARY RESOURCE MANAGEMENT: PROCESSING DIVISION (REF NO.: ACT/291)**
 Directorate: Public Libraries and Information Services

SALARY : R117 501 – R 136 419 per annum
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification. At least 3 years experience in public or library assistant work or equivalent •Sound knowledge of library administrative procedures and policies •Team player •Sound interpersonal skills and problem solving abilities, preferably in a library or book environment •Computer Literacy coupled with automated library management systems. Supervisory abilities.

DUTIES : Key Responsibilities: Coordinate the preparation and processing of library material •Supervise and train the library material processing staff in the Preparation Section •Ensure quality control of processed material •Control stock and acquire processing materials • Control database allocation and dispatch of material to Regional Library Depots • Maintain statistics •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Ms B. Mjwara (033) 341 3000

POST 23/208 : **ADMINISTRATION OFFICER (REF NO: ACT/285)**
 Directorate: Security Services

SALARY : R117 501 – R136 419 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification coupled with a minimum of three (3) years relevant experience •Good communication skills (written and verbal) •Good interpersonal relations •Ability to work under pressure •Knowledge of the relevant prescripts governing the Government •Clean criminal record •Computer Literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Provide effective and efficient office management to the Security Services Directorate which includes systems in receiving and distribution of correspondence •Render effective administration support for the directorate which include HR, finance and transport etc •Render effective and efficient records management within the Directorate •Provide support with regard to all logistical requirements within the Directorate.

ENQUIRIES : Mr C.T. Mavundla (033) 264 3400

POST 23/209 : **ADMINISTRATION OFFICER: INFRASTRUCTURE PLANNING (REF NO: ACT/303)**
 Directorate: Infrastructure Management

SALARY : R 117 501 – R136 419 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification, coupled with a minimum of three (3) years relevant experience •Good communication skills (written and verbal) •Good interpersonal relations •Ability to work under pressure •Knowledge of the relevant prescripts governing the Government and the post •Computer Literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Provide effective and efficient office management to the Infrastructure Management Directorate which includes systems in receiving and distribution of correspondence •Render effective administration support for the directorate which include HR, finance and transport etc. •Render effective and efficient records management within the Directorate •Provide support with regard to all logistical requirements within the Directorate.

ENQUIRIES : Ms LBP Gwala (033) 264 3400

POST 23/210 : **COMMUNICATION OFFICER (REF NO: ACT/304)**
 Directorate: Communications and Information Technology Services

SALARY : R 117 501 – R136 419 per annum
CENTRE : Pietermaritzburg, (Head Office)
REQUIREMENTS : An appropriate three (3) year tertiary qualification •Experience in Journalism, Public Relations or Media Relations, Marketing and or events management will be an added advantage •Ability to work on Desktop Publishing programmes will also be an added advantage •Sound communication skills (written and verbal) •Computer Literacy (MS Word, Excel, PowerPoint, etc.) •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Support the Sub-Directorate: Corporate Communications in the execution of its duties •Assist in the formulation and execution of communication strategies and programmes to promote the corporate image of the Department •Write articles for internal and external publications •Assist in the preparation of speeches by Departmental Managers •Take photographs at official functions •Assist with the liaison, including the drafting and distribution of media releases, as well as liaison with the media. Assist with updating of the website and intranet. Ensure departmental branding at public events.

ENQUIRIES : Mrs P. Radebe (033) 341 3400

POST 23/211 : **CHIEF REGISTRY CLERK: AUXILLIARY SERVICES (REF NO: ACT/305)**
 Sub-Directorate: Auxiliary Services

SALARY : R 117 501– R 136 419 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : Standard 10/Grade 12 certificate plus three (3) years relevant experience •Knowledge of functions and organization of the registry or records management •Computer Literacy (MS Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal). A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Control the proper maintenance and implementation of the approved filing system •Control, receive, open, sort and distribute mail •Ensure custody and protection of general administrative support services records •Ensure proper use of all labour saving devices e.g. fax and franking machines •Manage employees' performance in accordance with the Employees' Performance Management and Development System (EPMDS).

ENQUIRIES : Mr E.V.N. Xulu (033) 341 3637

POST 23/212 : **PERSONAL ASSISTANT (PA) TO THE CHIEF FINANCIAL OFFICER (REF NO.: ACT/306)**
 Chief Directorate: Financial Services
 Directorates: Chief Financial Officer

SALARY : R 117 501– R 136 419 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : Standard 10/Grade 12 plus National Secretarial Diploma or equivalent three (3) year qualification, coupled with at least three (3) years relevant experience •Good telephone etiquette •Sound organisational skills •Good interpersonal skills •High level of reliability, confidentiality, maturity, honesty and trust •Basic knowledge of PFMA •Knowledge of the relevant legislation/policies/prescripts and procedures •Good written and verbal communication skills •Ability to do research and analyse documents and situations •Computer literacy (Ms Word, Excel, PowerPoint etc.) •Ability to work under pressure and the willingness to work extra-ordinary hours is also essential •A valid code 8 driver's licence.

DUTIES : Key Responsibilities: Provide secretarial/receptionist support services to the Chief Financial Officer •Provide administrative support services to the Chief Financial Officer regarding meetings •Support the Chief Financial Officer with the administration of budgets, including the compilation of commitment registers •Organise the Chief Financial Officer's diary. Render general office management. Render registry services to the Chief Financial Officer •Acknowledge correspondence and type documents for the Chief Financial Officer. Study the relevant Public Services and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly

ENQUIRIES : Ms H. Khumalo, Tel.: (033) 264 3400.

POST 23/213 : **ADMINISTRATION CLERK: LANGUAGE SERVICES (REF NO: ACT/282)**
Directorate: Language Services

SALARY : R 64 410 - R 74 772 per annum
CENTRE : Pietermaritzburg (Head Office)
REQUIREMENTS : Standard 10/Grade 12 certificate •Computer Literacy (MS Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal) •Good interpersonal relations •Ability to work under pressure.

DUTIES : Key Responsibilities: Type reports and other correspondence •Control correspondence by receiving and distributing documents •Undertake the supply of records and bookkeeping, including filing •Render telephone, fax and office administration duties •Process transport, HR and all other administrative matters •Handle stores •Render registry services.

ENQUIRIES : Mr. MB Mnguni (033) 264 3400

POST 23/214 : **LIBRARY ASSISTANT: EASTERN REGION: REGIONAL LIBRARY COORDINATION AND PROMOTION THREE (3) POSTS (REF NO.: ACT/292)**
Directorate: Public Libraries and Information Services

SALARY : R64 410 – R 74 772 per annum
CENTRE : Pinetown Library Depot
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification. Relevant experience preferably in a library or book Environment •Computer Literacy •Service orientated with excellent oral communication.

DUTIES : Key Responsibilities: Assist at Library book exchange visits by affiliated libraries •with opening, moving and stocktaking of affiliated libraries •Sort and file library material •Assist in maintenance and circulation of library material. Maintain accurate stock records of public libraries.

ENQUIRIES : Ms T Kumalo (033) 341 3000

POST 23/215 : **LIBRARY ASSISTANT: INFORMATION SERVICES AND LIBRARY RESOURCE MANAGEMENT: FIVE (5) POSTS**
Directorate: Public Libraries and Information Services

SALARY : R64 410 – R 74 772 per annum
CENTRE : Pietermaritzburg – Head Office
Central Reference Library (4 posts) (REF NO.: ACT/293)
Processing Section (1 post) (REF NO.: ACT/294)

REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification Relevant experience preferably in a library or book environment •Computer Literacy •Service orientated with excellent oral communication.

DUTIES : Key Responsibilities: Deal with special requests for library material from affiliated libraries. Administer the circulation desk of the central collection and all related functions •Deal with telephonic requests from public libraries •Assist with receipt and dispatch of library material and special requests to affiliated libraries •Process transactions on the computerized library management system, including acquisitioning and control of stock •Process and link items on the online library system •Perform shelving and other library assistant related duties

ENQUIRIES : Ms B. Mjwara (033) 341 3000

POST 23/216 : **ADMINISTRATION CLERK: ARCHIVES SERVICES (REF NO: ACT/298)**
Directorate: Archives Services

SALARY : R 64 410 – R 74 772 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification Good communication skills (written and verbal) •Good interpersonal relations •Ability to work under pressure •Computer Literacy (MS Word, Excel, PowerPoint, etc)

DUTIES : Key responsibilities: Render office administration duties such as registry duties, post collection and checking incoming transfers •Undertake the supply of archivalia to the Reading Room and client offices • Carry out data-coding and

listing of archivalia. Shelve, box and label archivalia •Perform basic preservation duties.

ENQUIRIES : Mrs J. Hawley (033) 342 4712

POST 23/217 : **ADMINISTRATION CLERK: ACQUISITION AND DEMAND (TWO POSTS) (REF NO: ACT/299)**
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management

SALARY : R64 410 – R 74 772 per annum
CENTRE : Pietermaritzburg, (Head Office)
REQUIREMENTS : Standard 10/Grade 12 certificate or equivalent qualification. Good communication skills (written and verbal) •Good interpersonal relations •Ability to work under pressure •Computer Literacy (MS Word, Excel, PowerPoint, etc)

DUTIES : Key Responsibilities: Check and receive quotations for compliance and follow evaluation and awarding processes •Process requisitions on items and maintain a sound filing system for all source documents •Capture entities and commitments on BAS and/or HardCat. Prepare payments for invoices certified by Cost Centres and forward complete documentation to Finance for final processing .Verify, interpret and understand specifications to ensure that the correct items are procured.

ENQUIRIES : Mr N. Ngubane (033) 264 3400

POST 23/218 : **GENERAL ASSISTANTS: EASTERN, WESTERN AND SOUTHERN REGIONS: REGIONAL LIBRARY CORDINATION AND PROMOTION SEVEN (7) POSTS**
 Directorate: Public Libraries and Information Services

SALARY : R47 787– R 53 316 per annum
CENTRE : Eastern Region - Pinetown Depot – 2 posts (REF NO.: ACT/295)
 Western Region- Dundee Depot – 3 posts (REF NO.: ACT/296)
 Southern Region- Midlands Depot –Pietermaritzburg– 2 posts (REF NO: ACT/297)

REQUIREMENTS : Standard 10/Grade 12 or equivalent •Relevant abilities to perform physically demanding duties.

DUTIES : Key Responsibilities: Provide assistance at library book exchange with the affiliated Libraries •Repair and clean library material •Provide assistance with the delivery or collection of library material to and from affiliated libraries •Provide labour support for movement of library material and equipment.

ENQUIRIES : Ms T. Kumalo (033) 341 3000

DEPARTMENT OF HEALTH

NOTE : An application for Employment Form (Z83) must be completed and Forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents educational qualifications, certificates of service and professional registration certificates – not copies of certified copies and proof of current registration must be submitted together with your CV . The reference number must be indicated in the column provided on the form Z83. e.g. ref BETH01/2009. Failure to comply with the above instruction will disqualify Applications. Please note that due to the large number of applications received applications will not be acknowledged. However should you not receive any response after four (4) weeks from the closing date of this advert, you must consider your application as unsuccessful. The contents of this circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this circular minute even if they are absent from their place of work.

OTHER POSTS

- POST 23/219** : **PRINCIPAL MEDICAL OFFICER**
- SALARY** : R344 052 per Annum Plus 13th cheque Benefits: Housing Allowance and Medical Aid (Optional), 15% Scarce Skills and Commuted Overtime
- CENTRE** : Institution: Bethesda Hospital
- REQUIREMENTS** : An appropriate qualification in the appropriate Health Science. Registration with Health Professions Council of South Africa as a Medical Practitioner plus at least three (3) years of post registration clinical experience in the field of HIV & AIDS and general medicine. Knowledge of the relevant Acts, Policies and regulations administered by the KZN Department of Health. Good verbal and written communication skills. Sound negotiation, planning, organization, decision – making, interpersonal relations, and conflict management skills. Computer literacy. Knowledge of Health Information System. Work background should include experience in basic medical disciplines as well as management. Appropriate clinical and theoretical knowledge in the field of ARV.
- DUTIES** : Key Performance Areas: provision of holistic care for patient on ARV & HAST programmes. Provide ongoing medical management of patients with chronic conditions. Ensure of provision of safe, ethical, legal and high quality of medical care. Provide support and supervision to all Medical staff. Be part of the institutional strategic planning process. Manage and facilitate the formulation of medical services policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Ensure the provision and implementation of clinical protocols and guidelines. Ensure cost effective use of resources allocated to the medical services. Ensure development and training of all staff under his / her supervision.
- ENQUIRIES** : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004
- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
- CLOSING DATE** : 10 July 2009
- POST 23/220** : **PRINCIPAL PHARMACIST (2 POSTS) REFERENCE NO: HRH 02/2009**
- SALARY** : R174 243 PA Plus 15% Scarce skills allowance and 17% Rural allowance p.a other benefits: 13th Cheque, Housing allowance and Medical aid Optional (Employee must meet the prescribed requirements)
- CENTRE** : Vryheid Hospital
- REQUIREMENTS** : A Bachelor of Pharmacy Degree. Current registration with South African Pharmacy Council as a Pharmacist, Plus One year experience as a Pharmacist. Knowledge Skills Training and Competencies Required: Knowledge of Public sector Pharmacy, as well as relevant acts, regulations, District Health System, Essential Drug List and the National Drug Policy. Knowledge of and experience in the management of an outpatient, inpatient service and pharmacy store. Sound communication, interpersonal, management, leadership and organizational skills. Knowledge of the principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee. Knowledge and understanding of Antiretroviral therapy Computer literacy
- DUTIES** : Key Performance Areas: Deputize for the Pharmacy Manager and other section supervisors, when required. Provide a comprehensive pharmaceutical service to patients, wards and departments. Develop and revise departmental policies and procedures. Liaise with other health professionals with regard to drug information, rational drug use, Standard Treatment Guidelines. Assist the Pharmacy Manager in the co-ordination of activities of the Hospital Drug and Therapeutics Committee. Compiling reports for submission to the Pharmacy Manager. Ensure necessary ordering procedures are in place for wards and departments to ensure appropriate medicine usage, cost-effectiveness and to reduce pilferage. Ensure stock control and security of pharmaceutical stock. Attend to performance management, discipline and counseling of staff. Monitoring and control of sterile/manufacturing units. Supervise and provide training to pharmacist community services, Assistants and student dispensing and counseling of patients on ARV's implement quality improvement programmes in accordance with the principles of BathoPele.

ENQUIRIES : Ms N.S Khambule (Pharmacy Manager) Tel (034) 9822 111 ext 214
APPLICATIONS : Applications should be forwarded to: Attention: Ms N.W.P Mabizela The Human Resource Manager Vryheid District Hospital Private Bag X 9371 VRYHEID 3100 Applications can also be hand delivered at Human Resource Development Section office no.12

CLOSING DATE : 19 June 2009

POST 23/221 : **SENIOR PHARMACIST (LEVEL 8) (2 POSTS) REFERENCE NO: HRH 01/2009**

CENTRE : Vryheid Hospital
SALARY : R145 920 PA Plus 15% Scarce skills allowance and 17% Rural allowance p.a other benefits: 13th Cheque, Housing allowance and Medical aid Optional (Employee must meet the prescribed requirements)

REQUIREMENTS : A Bachelor of Pharmacy Degree. Current registration with South African Pharmacy Council as a Pharmacist, Plus One year experience as a Pharmacist. Knowledge Skills Training and Competencies Required Knowledge of Pharmaceutical services, policies, procedures and legislations including the Essential Drug Lists. Excellent communication skills both written and verbal. Ability to be part of the inter-active team knowledge of essential drug list and the National Drug Policy. Commitment to service excellence, good supervisory, analytical and team building skills Appropriate clinical and theoretical knowledge. Ability to manage conflict and apply disciplinary procedure.

DUTIES : Key Performance Areas: To execute all duties, functions and responsibilities to be the best of his/her abilities within all applicable legislation. Implementation of the Standard Operating Procedures, good pharmacy practice, norms and standards with regard to the procurement, storage and dispensing of pharmaceuticals. Maintain accurate and appropriate patient records, statistics and information as required by management in the line with legal requirements. To provide pharmaceutical services by: dispensing medicine, preparing of mixtures, ointments and creams. Provide appropriate and adequate counseling on medication to patients to ensure optimal pharmaco-therapeutic outcomes. Supervise and provide training to community service pharmacists, Assistants and student dispensing and counseling of patients on ARV's implement quality improvement programmes in accordance with the principles of BathoPele.

ENQUIRIES : Ms N.S Khambule (Pharmacy Manager) Tel (034) 9822 111 ext 214
CLOSING DATE : 19 June 2009
APPLICATIONS : Applications should be forwarded to: Attention: Ms N.W.P Mabizela The Human Resource Manager Vryheid District Hospital Private Bag X 9371 VRYHEID 3100 Applications can also be hand delivered at Human Resource Development Section office no.12

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

NOTE : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your

application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

MANAGEMENT ECHELON

POST 23/222 : **SENIOR GENERAL MANAGER: ROAD SAFETY & TRAFFIC MANAGEMENT (REF. NO. P 74/2009)**

Kindly note: This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R921 054 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : *An appropriate recognised Bachelor's Degree / National Diploma; plus *A minimum of 3 years' senior management experience in road safety and traffic management environment; plus *A valid driver's licence (minimum Code B).
Knowledge, Skills, Training and Competencies Required: *Knowledge of Public Service Regulations, Acts, policies and procedures. *Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Practice Notes. *Knowledge of Departmental strategic plan and goals. *Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. *Knowledge and skills in project management. *Knowledge and skills in financial management. *Understanding of Departmental strategies and related operational plans. *Expert knowledge of administrative policies, practices, budgeting and managerial process. *Knowledge of Public Service reporting procedures and work environment. *Computer literacy. *Knowledge of staff development processes. *Knowledge of Transformation and Empowerment legislation. *Knowledge of all human resource policies and practices. *Knowledge of delegations of authority. *Knowledge of Basic Conditions of Employment Act. *Knowledge of Road Traffic Act and other relevant legislation. *Knowledge of Motor Transport Services policies and procedures. *Knowledge of Road Safety policies and procedures. *Strategic planning skills. *Presentation and facilitation skills. *Report writing skills. *Communication skills (verbal and written). *Good interpersonal relations skills. *Problem solving and conflict management skills. *Leadership / managerial skills. *Research and policy formulation skills. *Influencing and motivational skills. *Diplomatic skills (visiting foreign countries – use of best practices). *Skills in the interpretation of legislation and Departmental policies. *Planning and organising skills. *Negotiation skills. *The ideal candidate should be an innovative thinker, receptive to ideas and suggestions, believe in openness and transparency, be honest and have integrity. He / she should also be a team leader, reliable, able to work with accuracy and able to work under pressure.

DUTIES : *Manage the provision of comprehensive and effective road safety services. *Facilitate road traffic management. *Facilitate effective provincial motor transport, traffic regulatory and administration services. *Manage the resources within the Branch: Road Safety and Traffic Management. *Maintain and enhance transport order, curb fraud and corruption and provide transport safety and security analysis. *Oversee all projects within the Branch and report thereon and ensure the formulation and development of policies to regulate transport within the Province.

ENQUIRIES : Mr B C Hlabisa Tel. No.: 033 – 355 8808

FOR ATTENTION : Mr C McDougall

CLOSING DATE : 26 June 2009

NOTE : It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.

OTHER POSTS

- POST 23/223** : **DEPUTY MANAGER: AUDIT & RISK MANAGEMENT (REF. NO. P 75/2009)**
- SALARY** : R344 052 per annum (All inclusive remuneration Package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : *An appropriate recognised Bachelor's Degree / National Diploma in the Finance or Accounting field; plus *A minimum of 3 years' management experience in a financial environment; plus *Possession of a valid driver's licence (minimum Code B).. Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial Management. *Understanding of PFMA and Treasury Regulations. *Knowledge of Labour Relations Act. *Knowledge of computer based information systems. *Ability to interpret and apply policies and procedures. *Analytical and innovative thinking skills. *Report writing skills. *Computer literacy. *The ideal candidate should be approachable, team orientated, an innovative thinker and receptive to suggestions and ideas.
- DUTIES** : *Prepare the Departmental Risk Assessment in conjunction with the Internal Audit Unit. *Liaise with the Auditor-General and Internal Audit Unit on investigations. *Training and development of staff. *Co-ordination of the responses to audit queries raised by the Auditor-General and the Internal Audit Unit. *Prepare and maintain department fraud prevention plans.
- ENQUIRIES** : Mr W Evans Tel. No.: 033 – 355 8008
FOR ATTENTION : Mr C McDougall
CLOSING DATE : 26 June 2009
NOTE : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.
- POST 23/224** : **CHIEF INDUSTRIAL TECHNICIAN (REF. NO P 78/2009)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
- SALARY** : R145 920 per annum
CENTRE : Cost Centre, Eshowe
REQUIREMENTS : *Degree / National Diploma in Civil Engineering / Materials. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of standards and procedures as per TMH/TRH/COLTO/SABS. *Knowledge of laboratory equipment. *Knowledge of safety regulations. *Knowledge of planning and co-ordination. *Knowledge of training. *Knowledge of departmental reporting structure. *Knowledge of legislation, policies, procedures pertaining to the Public sector. *Knowledge of service delivery programme. *Computer literacy. *Knowledge of completion of materials As Built Data sheets, materials reports and recommendations. *Knowledge of Human Resource matters. *Knowledge of general admin procedures and policies. *Ability to interpret legislation / policies and procedures. *Good verbal and written communication skills. *Good interpersonal and problem solving skills. *Management and report writing skills. *Organizing, planning and motivating skills. *The ideal candidate should have the ability to work independently and as part of a team and should have cultural awareness. *He / she should also be reliable and responsible, have honesty and integrity, be loyal and dedicated, open and transparent and decisive and nuetral.
- DUTIES** : *Co-ordinate, plan and control the work of laboratory staff and give training. *Ensure quality control by arranging the sampling and testing of materials according to materials standards. *Prospect / negotiate / sample / compile results of borrow-pits / quarries. *Maintain equipment and vehicles in good serviceable condition.
- ENQUIRIES** : Ms B H Dlamini Tel. No: 035- 474 2031
FOR ATTENTION : Mr B Hornsby
CLOSING DATE : 26 June 2009
NOTE : It is the intention of the Department to fill this post with a person from the Disabled Community or an African or Indian Female.

POST 23/225 : **CHIEF INDUSTRIAL TECHNICIAN: ROAD CONTROL & PROJECT DOCUMENTATION (REF. NO P 79/2009)**
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply

SALARY : R145 920 per annum
CENTRE : Cost Centre, Eshowe
REQUIREMENTS : *Degree / National Diploma in Civil Engineering / Surveying. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B).
 .Knowledge, Skills, Training and Competencies Required: *Knowledge of budget, expenditure and business plan. *Knowledge of legislation, policies, regulations, procedures and methods pertaining to the public sector. *Knowledge of project management. *Working knowledge of administrative procedures. *Knowledge of procurement processes. *Knowledge of technical matters in a civil engineering environment. *Knowledge of construction and management. *Project and conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good verbal and written communication skills. *Public speaking, presentation and facilitation skills. *Planning and organizational skills. *Interpersonal relations skills. *Ability to chair meetings. *Good organizational management and leadership skills. *The ideal candidate should be committed to organizational values, a team builder, responsible, conscientious and patient. *He / she should also lead by example, be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.

DUTIES : *Provision of advise and assistance with regard to technical related matters to staff in order to develop and execute business plan in line with Departmental Strategy. *Assist the Cost Centre Manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise / manage materials and services effectively (quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in house teams. *Assist in the control and maintenance of computer based information systems there by providing accurate and timeous information.

ENQUIRIES FOR ATTENTION : Ms B H Dlamini Tel. No: 035- 474 2031
CLOSING DATE : Mr B Hornsby
 26 June 2009
NOTE : It is the intention of the Department to fill this post with a person from the Disabled Community or an African or Indian Female.

POST 23/226 : **SENIOR ARTISAN: MECHANICAL (4 POSTS)**
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply

SALARY : R94 326 per annum
CENTRE : Durban Region:Cost Centre, Stanger (3 Posts) (Ref No P 80/2009)
 Empangeni Region: Area Office, Jozini (1 Post) (Ref No P 73/2009)

REQUIREMENTS : A trade diploma either in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic. Minimum of 3 years pre-trade test experience on the maintenance and repairs of earth moving plants and equipment. A valid Code C1 drive's licence. Knowledge, Skills, Training and Competencies Required: : *Ability to apply mechanical knowledge and skills. *good knowledge of oil analysis methods. *knowledge of administrative procedures. *knowledge of safety regulations. *ability to impart skills to others. *knowledge to drive/operate plants. *basic knowledge of welding, hydraulics and electrical. *basic literacy to read and understand manuals. *computer literacy. *ability to communicate, execute preventative maintenance service on plants, carry out major repairs on plants, make correct diagnosis as well apply safety knowledge and high-eye coordination. *He/she should also be thorough, systematic, self-disciplined, dedicated, responsible, a team player, honest, innovative, energetic, enthusiastic, empathetic, trustworthy, attentive to detail and improvement/development orientated

DUTIES : *ensure that quality mechanical repairs are executed timeously for high performance of plants, equipment and vehicles. *Execute preventative maintenance at specified intervals to eliminate breakdowns and optimize plant availability. *Perform administrative/clerical functions for the smooth operation of

the depot. *provide on-the-job training and supervision to subordinates. sustain compliance with Occupational, Health and Safety Act as well as undertake the safekeeping of tools/equipment.

ENQUIRIES : Mr B J Ndlovu (Cost Centre, Stanger) Tel. No: 031 - 700 2222
Mr N Buthelezi (Area Office, Jozini) Tel. No: 035 – 562 0261
FOR ATTENTION : Mr B Hornsby
CLOSING DATE : 26 June 2009
NOTE : It is the intention of the Department to fill these posts with a person from the Disabled Community or an African Female.

POST 23/227 : **SENIOR INDUSTRIAL TECHNICIAN: ROAD CONTROL & PROJECT IMPLEMENTATION (EXTERNAL) (REF. NO. P 81/2009)**
Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R117 501 per annum
CENTRE : Area Office, Pongola
REQUIREMENTS : *Degree / National Diploma in Civil Engineering / Surveying; plus a valid driver's licence (minimum code B). Knowledge, skills and competencies: *Knowledge of Human Resource and Financial matters. *Knowledge of planning and organising. Knowledge of construction management, *Project management skills, *Conflict management skills, *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Ability to chair meetings. *Good organisation, management and leadership skills. The ideal candidate should be responsible, conscientious, lead by example, a team builder, believe in fairness and be receptive to ideas and suggestions.

DUTIES : *Assessing projects for the business plan in line with the Departmental strategies. *Support the Chief Industrial Technician in so far as to manage the financial resources and utilisation of various resources to stay within the budget. *Efficient and effective training and developing of Vukuzakhe contractors and Trainee Technician. *Ensure fair tender procedures with regard to assessment, estimates, workshop adjudication and implementation. *Assist in the maintenance of computer based information systems thereby providing accurate and timeous information and reports. *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery.

ENQUIRIES : Ms N P Gcabashe Tel. no: 034 - 980 0401
FOR ATTENTION : Mr B Hornsby
CLOSING DATE : 26 June 2009
NOTE : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female

POST 23/228 : **SENIOR INDUSTRIAL TECHNICIAN: ROAD CONTROL & PROJECT DOCUMENTATION (2 POSTS) (REF. NO P 82/2009)**
Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R117 501 per annum
CENTRE : Cost Centre, Newcastle
REQUIREMENTS : An appropriate Degree / National Diploma in Civil Engineering / Surveying, plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: Knowledge of financial matters. * Knowledge of human resources. Knowledge of planning and organisation. * Knowledge of construction management. * Project and conflict management ability. *Good report writing and public speaking ability. Ability to chair meetings. Good organisation, management and leadership skills. Computer literacy. The ideal candidate should be a team player, responsible, conscientious, lead by example, be receptive to ideas and suggestions and believe in fairness.

DUTIES : Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. * Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential

training. *Ensure fair tender procedures with regard to assessment, estimates, and workshop, adjudication and implementation of projects.

ENQUIRIES FOR ATTENTION CLOSING DATE NOTE : Mr M Mabena Tel. No: 034- 328 4000
 : Mr B Hornsby
 : 26 June 2009
 : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female

POST 23/229 : **SENIOR INDUSTRIAL TECHNICIAN (ROAD CONTROL) (REF. NO P 83/2009)**
 Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R117 501 per annum
 : Cost Centre, Ulundi
 : Degree / National Diploma in Civil Engineering / Surveying. ;plus *A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of Financial and Human Resource matters. Knowledge of Planning and organising. *Knowledge of construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Ability to chair meetings. *Good organisational, management and leadership skills. *The ideal candidate should be responsible, conscientious, believe in fairness, lead by example, be a team builder and be receptive to ideas and suggestions.

DUTIES : *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilisation of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects.

ENQUIRIES FOR ATTENTION CLOSING DATE NOTE : Mr S Mhlongo Tel. No.: 035-879 8100
 : Mr B Hornsby
 : 26 June 2009
 : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female

POST 23/230 : **SENIOR INDUSTRIAL TECHNICIAN: GROUND SURVEY (REF. NO P 84/2009)**
 Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R117 501 per annum
 : Regional Office, Empangeni
 : A Degree / National Diploma in Survey; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of the Land Survey Act 8 of 1997 and amendments. *Knowledge of Technical Manual for Highway technical experts. *Knowledge of professional and technical survey requirements of all students. *Knowledge of geometric design specification. *Knowledge of Environment legislation. *Writing skills. *Communication skills. *Leadership skills. *Research skills. *Computer skills.

DUTIES : *Provide a survey service for construction and rehabilitation projects. *Set out basic calculations for the construction of roads and quarries. *Compile maps to plan and implement construction and rehabilitation projects, local road projects, road structures and quarries for the Cost Centre and its consults. *Provide support with road logging requirements and quarries, provincial declarations and de-declarations, district road network and information maintenance and encroachment applications and control. *Provide support in performing Global Positioning Systems services.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr LXX Mtambo Tel. No: 035-787 1442
 : Mr B Hornsby
 : 26 June 2009

NOTE : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female

POST 23/231 : **SENIOR INDUSTRIAL TECHNICIAN: ROAD PAVEMENT, TRAFFIC ENGINEERING, ACCESS CONTROL, ROADSIDE DEVELOPMENT AND EXPROPRIATIONS (3 POSTS) (REF. NO. P 70/2009)**

SALARY : R117 501 per annum
CENTRE : Regional Office, Empangeni
REQUIREMENTS : *A degree / National Diploma in Civil Engineering, Plus; *A valid drivers licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Technical knowledge of road construction and maintenance. *Problem solving and analytical thinking skills. *Planning and organizational skills. *Verbal and written communication skills. *Interpersonal skills. *Computer literacy. *The ideal candidate should be committed to organizational objectives and strategies, have demonstrated interest in road construction, maintenance and other related fields and receptive to ideas and suggestions. *He / She should also be reliable, a team player, innovative / creative, open and transparent.

DUTIES : *Provide roads, structure and pavement design services. *Provide access control and roadside development services. *Oversee contracts in the Region. *The provision of traffic engineering services. *The provision of road network assessments in the Region. *The co-ordination of environmental assessments for the Region.

ENQUIRIES : Mr LXX Mtambo Tel. No: 035 – 787 1442

FOR ATTENTION : Mr B Hornsby

CLOSING DATE : 26 June 2009

NOTE : It is the intention of the Department to fill these posts with a person from the Disabled Community or an African Female.

POST 23/232 : **SENIOR INDUSTRIAL TECHNICIAN: MATERIAL TESTING (2 POSTS)**

SALARY : R117 501 per annum
CENTRE : Cost Centre, Hluhluwe: (Ref. No. P 71/2009)
Cost Centre, Eshowe: (Ref. No. P 72/2009)

REQUIREMENTS : *Degree/National Diploma in Civil Engineering or Material Testing, Plus; *A valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: **Knowledge of standards and procedures as per TMH / TRH / COLTO / SABS. *Knowledge of Laboratory equipment. *Knowledge of Legislation and Regulations governing the use of nuclear density testing devices. *Knowledge of safety and training. *Knowledge of planning and co-ordination. *Computer literacy. *Knowledge of completion of materials as Built Data Sheets, materials reports and recommendations. *Knowledge of Human Resource matters. *Knowledge of General Administrative functions. *Knowledge of material testing. *Design skills. *Communication skills (verbal and written). *Good interpersonal skills e.g. discipline, task, conflict, etc. *Problem solving skills. *Management skills. *Report writing skills. *Organising and planning skills. *The ideal candidate should be able to work independently and as part of a team, reliable, responsible, honest and have integrity. *He / She should also be loyal, dedicated, believe in openness and transparency, culturally aware, decisive and neutral.

DUTIES : *Ensure quality control by sampling and testing of materials according to materials standards. *Prospect / negotiate / sample / compile results of borrow-pits / quarries. *Compile material test results report. *Perform specialized field tests. *Exercise control over resources.

ENQUIRIES : Cost Centre Hluhluwe: Ms N Ndlovu Tel. No: 035 - 562 0261

Cost Centre Eshowe: Mr AG Mbanjwa Tel. No: 035 - 474 2031

FOR ATTENTION : Mr B Hornsby

CLOSING DATE : 26 June 2009

NOTE : It is the intention of the Department to fill these posts with a person from the Disabled Community or an African Female.