

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- APPLICATIONS** : Applications may be forwarded to: The Chief Executive Officer, Appelsbosch Hospital, Private Bag X215, Ozwathini, 3242
- FOR ATTENTION** : Mrs T Rampersadh
- CLOSING DATE** : 09 July 2009
- NOTE** : Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Identity Document, Highest Educational Qualifications-not copies of certified copies. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number 9GTN 07 /2009). NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications received, applications will not be acknowledged. However, only short-listed applicants will be advised of the outcome of his or her application, in due course

OTHER POST

- POST 25/177** : **PHARMACIST NUMBER OF POSTS: ONE (01) REFERENCE: 03/APP/2009**
Component: ARV Program
- SALARY** : Basic salary: R117 501 pa Other benefits: 13th cheque Scarce skills 15%, Rural allowance 12% Medical aid (optional) Homeowners' allowance (Employee must meet Prescribed requirements)
- CENTRE** : Appelsbosch Hospital
- REQUIREMENTS** : A Bachelor of Pharmacy Degree or Diploma PLUS Current registration with the South African Pharmacy Council. Knowledge, Skills, Training and Competencies required: Understanding of relevant Act, and Regulations relating to Pharmacy Knowledge of the Essential Drug Programme and National Drug Policy Appropriate theoretical and clinical knowledge Computer literacy Good interpersonal, organizational, communication, teambuilding, Supervisory and problem solving skills
- DUTIES** : Key Performance Areas: Assist in development and implementation of relevant policies and procedures Training of Pharmacy Assistants and supervision of junior staff Maintain accurate records and statistics Exercise control over expenditure and other resources within the Department Supervision of pre-packing and labeling of ARTs Provide in-service training and continuing education to relevant staff. Co-ordinate and control the pharmacy's ART programme including registering of new patients, patient education, counseling, dispensing of ART's and appointments for follow up treatment. Follow procedural guidelines relating to change in regimen and reporting adverse drug reaction. Ensure adequate stocks and timeous ordering. Regular visits and supervision of ART program at PHC level. Ensure down referral of ART patients to PHC facilities.
- ENQUIRIES** : Dr G Lopez Tel: (032) 294 8000 Ext 154/150

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Street, Pietermaritzburg 3200
- FOR ATTENTION** : Mrs SC Magwaza
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of qualification certificates including Matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *Recommended Candidates will be subjected to security screening prior employment.

MANAGEMENT ECHELON

<u>POST 25/178</u>	:	<u>GENERAL MANAGER: RISK MANAGEMENT (1 POST) REF: KZNPT 09/25</u>
<u>SALARY</u>	:	A remuneration package of R 746 181 per annum
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*Honours Degree in Commerce. Extensive experience in Risk Management and Management of an Internal Audit function at Senior Management Level. Demonstrable competencies and attributes, stated above as well as substantiated experience in financial and commercial strategizing/planning and implementation gained in large Organization. CA or MBA qualification will be an added advantage. Travelling is an inherent requirement of the job and a driver's license is a must. Computer literacy.
<u>DUTIES</u>	:	* Develop a strategy for risk management services which include forensic investigation and ensures delivery against such strategy. Provide research on risk management strategy development and organizational design. Financial Management and reporting. Information technology and project management issues pertinent to public sector and develop solutions that will add value to clients. Develop policies, procedures and methodologies for risk management. Marketing risk management. Prevention and combating of fraud and corruption activities solutions. Manage relationships with clients and stakeholders to ensure cooperation that their needs are met. Ensure consistency and standardization of application of methodology ,policies and activities within Risk Management Services. Develop the required skills within the Internal Audit Unit and client Departments. Management of resources.
<u>ENQUIRIES</u>	:	Ms.M Motaung , Tel No (033) 897 4575
<u>CLOSING DATE</u>	:	10 July 2009
<u>NOTE</u>	:	African Females, African Males and people with disabilities who meet the requirements.

OTHER POSTS

<u>POST 25/179</u>	:	<u>ASSISTANT MANAGER: HUMAN RESOURCE SYSTEMS AND POLICY (1 POST) REF: KZNPT 09/26</u>
<u>SALARY</u>	:	A remuneration package of R 174 243 per annum.
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*A National Diploma / Degree that is relevant to the post with majors in either Personnel, Human Resources, Industrial Psychology or Public Management. A minimum of three years Human Resource Practitioner experience. Supervisory experience is required. Completed courses / experience in MS Word, MS Excel and PowerPoint valid driver's license.
<u>DUTIES</u>	:	* Research ,develop and monitor the effectiveness of Human Resource Policies. Develop /review and manage the proper implementation of the Human Resource Plan and Employment Equity Plan for the Department. Facilitate the development / review of Service Delivery Improvement Plans for the Department and monitor the implementation of the plans. Facilitate the implementation of the Department's Service Excellence Awards. Management of Resources of the sub-component.
<u>ENQUIRIES</u>	:	Mrs. Baldeo, Tel No (033) 897 4403
<u>CLOSING DATE</u>	:	03 July 2009
<u>NOTE</u>	:	African Females, African Males and people with disabilities who meet the requirements. Applicants who applied when the advert was first sent out, are not encouraged to re-apply.

DEPARTMENT OF TRANSPORT

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

<u>APPLICATIONS</u>	:	Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
<u>CLOSING DATE</u>	:	10 July 2009
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 25/180</u>	:	<u>PARLIAMENTARY LIAISON OFFICER (OFFICE OF THE MEC FOR TRANSPORT, COMMUNITY SAFETY & LIAISON) (REF. NO. P 85/2009)</u>
<u>SALARY</u>	:	R472 758 per annum (All inclusive remuneration Package) (plus a non-pensionable allowance of up to R3 615 per month and a once-off clothing grant of up to R4 060)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg *An appropriate recognised Bachelor's Degree / National Diploma or equivalent qualification. *Relevant experience in Parliamentary and Cabinet matters, *Knowledge and experience in working in the Office of the MEC, * Valid drivers' licence. (Suitable candidate would be subjected to security vetting). Knowledge, Skills, Training And Competencies Required: *Knowledge of the South African legislative process. *Knowledge of Parliamentary and Legislative processes and functions, especially Committees. *Understanding of protocol in a political environment. *Understanding of budgeting and monitoring of expenditure, information management and strategic management. *Management, analytical, writing and communication skills. *Networking, leadership, research, organizational and administrative skills. *Computer skills. *Co-ordination / planning, decision making, presentation and time management skills. *The ideal candidate should be a motivated self starter, be accountable, a team player, independent, innovative, a visionary and an analytical and strategic thinker. *He / she should also be committed, reliable, professional, a quick learner, trustworthy and have security consciousness.
<u>DUTIES</u>	:	*Manage parliamentary and cabinet matters on behalf of the MEC. *Write reports for the MEC to be discussed or debated at the Legislature, and at the National Council of Provinces. *Facilitate, manage and co-ordinate official presentation of the departmental budgets by the MEC to the Legislature, *Prepare Cabinet documents, Cabinet Memorandum, and follow up on Cabinet Resolutions, *Liaise with the KZN Legislature, the portfolio committee on Transport, the Portfolio Committee on Community Safety & Liaison , NCOP standing committee, other Provincial Legislatures, the National Assembly and the second House (NCOP) in Parliament on departmental matters. *Follow up on reports on Joint Cluster of Provincial Security, *Liaise and advise organizations and businesses on departmental matters.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mrs B T Duze Tel. No: 033 – 355 8760 Mr C McDougall It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 25/181</u>	:	<u>ASSISTANT MANAGER: PROJECT SUPPORT (SOCIAL DEVELOPMENT SUB-DIRECTORATE) (REF NO P 97/2009)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*Degree/National Diploma plus a minimum of 3 years technical/ scientific experience. Knowledge, Skills and Competencies: *Understanding of Departmental and public service regulations, * Knowledge of integrated development policies and practices and research, *Understanding PFMA & Treasury Regulations, *Knowledge of research and policy formulation or review, *Knowledge of various administrative policies and procedures, *Knowledge of computer based information, *Knowledge to operate a variety of electronic equipment, *Knowledge of delegation of authority, *Knowledge and experience in community development, *Knowledge of entrepreneurial and empowerment policies, *Ability to interpret and apply policies and procedures, *Project Management skills, *Analytical and innovative thinking skills, *Planning and organising skills, *Technical skills, *Benchmarking skills, *Problem solving, decision making, negotiation skills, *Management/ supervisory skills (financial, human

resources), *Prompt and efficiency, Computer skills, *Team building skills, *Excellent communication skills (verbal and written), *Presentation and facilitation skills, Report writing skills. * The ideal candidate should be approachable, motivated and receptive to ideas, demonstrate interest in development and poverty alleviation, be able to work independently and must possess honesty and integrity, He / she should be reliable, accurate, a team player, show willingness to communicate with all types of people, have openness and transparency.

DUTIES : * Provide technical training, maintenance and management support to ensure uniformity and compliance to the Zibambele Programme as per the Policy, * Conduct research to identify gaps, develop proper interventions and analyze the impact of the Programme, *Monitor and review the programme's activities, procedures, methods and reporting systems, *Manage Zibambele Information Management System, Provide supervision of staff, *Provide statistical reporting to Deputy Manager on programme's trends and its impact.

ENQUIRIES : Mrs T Ngubelanga Tel. No.: 033 355 8721

FOR ATTENTION : Ms N Khanyile

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

POST 25/182 : **SENIOR INDUSTRIAL TECHNICIAN (TRAFFIC COUNTING SYSTEM) (REF NO P 76/2009)**

SALARY : R117 501 per annum

CENTRE : Head Office, Pietermaritzburg (T² Training Centre)

REQUIREMENTS : *Degree / National Diploma in Civil Engineering or Surveying; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of design and maintenance of structures. *Knowledge of planning and organizing. *Knowledge of norms and standards. *Knowledge of financial matters. *Knowledge of computers and software. *Analytical thinking skills. *Interpersonal relations skills. *Numeracy and report writing skills. *Verbal communication skills. *Innovation, organization and leadership skills. *Computer literacy. *The ideal candidate should be an innovative thinker and receptive to new ideas and suggestions. *He / she should also be conscientious, logical, responsible, confident and decisive, a team builder, believe in fairness and be receptive to ideas and suggestions.

DUTIES : *Maintain and update traffic counting data in the Traffic Counting System. *Implement annual traffic counts. *Co-ordinate data acquisition contracts for permanent counting stations. *Prepare annual traffic counting reports.

ENQUIRIES : Dr S Oloo Tel. no: 033 – 355 8054

FOR ATTENTION : Mr B Hornsby

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

POST 25/183 : **SENIOR INDUSTRIAL TECHNICIAN (PAVEMENT & GRAVEL ROAD MANAGEMENT SYSTEM) (REF NO P 77/2009)**

SALARY : R117 501 per annum

CENTRE : Head Office, Pietermaritzburg (T² Training Centre)

REQUIREMENTS : *Degree / National Diploma in Civil Engineering / Surveying; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of design and maintenance of structures. *Knowledge of planning and organizing. *Knowledge of norms and standards. *Knowledge of financial matters. *Knowledge of computers and software. *Analytical thinking skills. *Interpersonal relations skills. *Numeracy and report writing skills. *Verbal communication skills. *Innovation, organization and leadership skills. *Computer literacy. *The ideal candidate should be an innovative thinker and receptive to new ideas and suggestions. *He / she should also be conscientious, logical, responsible, confident and decisive.

DUTIES : *Maintain and update visual inspection data of paved and gravel road in the respective management systems. *Implement annual visual inspections of paved and gravel roads. *Update the relevant systems and produce condition reports. *Advise regions of appropriate maintenance and rehabilitation priorities.

ENQUIRIES : Dr S Oloo Tel. no: 033 – 355 8054

FOR ATTENTION : Mr B Hornsby

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

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer. Female persons and people with disabilities are encouraged to apply.

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: The Manager Department of Public Works Private Bag X9142 Pietermaritzburg 3200
- FOR ATTENTION** : Mrs D. Scheffers
- CLOSING DATE** : 17 July 2009
- NOTE** : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, (including Senior Certificate) skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applicants recommended for appointment shall be subjected to a vetting process prior to an offer of appointment being made. Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert, kindly consider that your application was not successful.

MANAGEMENT ECHELON

- POST 25/184** : **MANAGER: SUPPLY CHAIN MANAGEMENT REFERENCE NO. HO XX/2009**
Head Office - Pietermaritzburg
- SALARY** : An all inclusive salary package of R615 633 per annum which consists of a basic salary (60% of package), state's contribution to the government employee pension fund (13% of basic salary) and a flexible portion that shall be structured in terms of applicable rules.
- REQUIREMENTS** : *Candidates must be in possession of an appropriate Bachelor's Degree. *Comprehensive relevant experience in a Supply Chain Management environment which must be at managerial level. *Computer Literate *Valid Driver's Licence. Recommendations: *Candidates should display advanced and extensive supply chain management skills. *Candidates should display advanced management skills, decisiveness, advanced lateral and innovative/analytical and problem solving skills, research skills, creativity, advanced communication skills, leadership skills, due professional care, high standard of honesty, presentation skills, as well as planning, and organizing skills *Good understanding of PFMA, Public Service Regulatory Framework and Supply Chain Management Framework
- DUTIES** : Key Performance Areas : *Provide inputs into the departmental strategic and operational plans *Implement innovative service delivery options in SCM *Effective and efficient management of staff in the Chief Directorate *Facilitate effective and efficient communication within the Directorate as well as with other stakeholders *Ensure compliance with all legislative mandates *Plan, manage, monitor and evaluate specific project activities in order to deliver desired outcomes *Manage and encourage people to optimize their outputs and effectively manage relationships *Network with Regional, Provincial and National stakeholders *Build and model the highest standards of ethical and moral conduct to improve service delivery *Monitoring of compliance with SCM *Review and update all SCM policies and procedures *Develop SCM norms and standards *Champion new ways of delivering services that contribute to the improvement of SCM processes in order to achieve organizational goals *Manage and monitor risk *Address Auditor-General queries timeously *Perform any other SCM tasks required by Management *Transformation of the procurement process of the Department *Meet requirements for an effective budgeting process *Demand management *Acquisition management *Logistics management *Supply Chain Performance *Asset management
- ENQUIRIES** : Mr J. Redfearn (033 – 355 5432)
- NOTE** : Shortlisted candidates will be required to perform a competency test.