

**PROVINCIAL ADMINISTRATION: KWAZULUNATAL
DEPARTMENT OF HEALTH**

CLOSING DATE : 24 March 2017

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, Std 10, 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. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

OTHER POSTS

POST 09/100 : **MEDICAL SPECIALIST GRADE 1: REF NO: HRM 01/2017 – DERMATOLOGY**

SALARY : GR 1: R924 378 – R 981 093 p.a. (All inclusive salary package) Experience: None after registration with HPCSA as Medical Specialist in Dermatology Other Benefits: Medical Aid (Optional), Housing Allowance: Employee must meet Prescribed Requirements.

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)
: MBCHB Degree, Registration as Independent Medical Specialist in Dermatology. Current registration with HPCSA as Medical Specialist in Dermatology (2016/2017 receipt). Knowledge, Skills, Training and Competencies Required: Control and management of clinical services as delegated by Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied Health personnel and participate in formal teaching as required by the department. Quality assurance, improvement, risk management and infection control skills. Conduct outpatient clinics and provide expert opinion where required. Perform management skills. Knowledge of relevant Acts, Policies and Regulations. Decision making, inter-personal relationship and conflict management skills. Good communication skills. Information management and quality assurance experience. Computer literacy, Supervisory skills

DUTIES : Key Performance Areas: Ensure the provision of safe ethical legal and high quality Dermatology, Maintenance clinical professional standards related to the services, manage and facilitate formulation of policies and procedures for medical services and ensures that these are in accordance with current statutory regulations and guidelines, assess and manage patients in the Dermatology department and clinics, facilitate development and implementation of HR policies that promote continuous training, to identify healthcare needs and communicate these to seniors for development of policies methods and procedures. Provide after-hours service. Provide outreach services to hospitals in the province. Conduct outpatient clinics and provide expert opinion where required. Supervise junior staff and teach undergraduate students. Participate in training programs in department. Provide holistic care of woman in King Edward VIII Hospital Theatre referred in from surrounding areas. Represent the department in relevant bodies within the Hospital. Assist with outreach to community clinics and district hospital in catchments areas.

ENQUIRIES APPLICATIONS : Dr NC Dlova Tel no: (031) 260 4502 (Dermatology)
: Hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

POST 09/101 : **MEDICAL SPECIALIST GRADE 1: REF NO: HRM 02/2017 - ENT**

SALARY : GR 1: R924 378 – R 981 093 per annum (All inclusive salary package) Experience: None after registration with HPCSA as Medical Specialist in ENT Other Benefits: Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)
 : MBCHB Degree, Registration as Independent Medical Specialist in ENT. Current registration with HPCSA as Medical Specialist in ENT (2016/2017 receipt). Knowledge, Skills, Training and Competencies Required: Sound knowledge and Experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle management skills. Research principles. Good administrative and communication skills. Excellent decision making, problem solving, leadership and mentorship skills. Sound medical ethics. Orientation towards service delivery. Ability to develop and maintain quality improvement programs and policy documents. Ability to work as part of a multidisciplinary team.

DUTIES : Key Performance Areas: Provide specialist Otorhinolaryngology, Head & Neck Services to all departments at King Edward VIII Hospital, as well as in the relevant Durban Metropolitan State Hospitals with control and management of these services as delegated. Provide clinical outreach and training assistance to DOH hospitals around the province. Develop management protocols for the department of Otorhinolaryngology in accordance with the hospital and departmental policies. Provide expert opinion where required by other specialists relating to Otorhinolaryngological procedures. Maintain clinical, professional, and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of registrars in Otorhinolaryngology working in the department. Participate in quality improvement programs of the department, including assessment of staff within the department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit conduct, and assist and stimulate research. Exercise cost control over the activities of the department in line with the allocated budget. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Otorhinolaryngology and related fields.

ENQUIRIES APPLICATIONS : DR. Yougan Saman Tel no: (031) 260 4292 (ENT)
 : Hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

POST 09/102 : **MEDICAL OFFICER GRADE 1/2 2 POSTS REF NO: HRM 03/2017**
 Directorate: Dept of Medicine

SALARY : GR 1: R686 322 – R 739 368 per annum (All inclusive salary package) None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
 GR 2: R784 743 – R 858 063 (All inclusive package) 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)
 : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2016/2017). Knowledge, Skills, Training And Competencies Required : Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development

DUTIES : Key Performance Areas: Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff

	:	and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime)
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Chinasamy Tel no: 031 360 3854
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
<u>POST 09/103</u>	:	<u>ASSISTANT NURSING MANAGER GRADE 1 (NIGHT DUTY): NURSING MANAGEMENT REF NO: HRM 05/2017</u>
<u>SALARY</u>	:	Gr. 1: R 465 939 – R 540 147 per annum Experience: Minimum of 8 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at a Management Level Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital
	:	Degree / Diploma in General Nursing Science and Midwifery, Registration with South African Nursing Council as a Professional Nurse, current South African Nursing Council receipt-license to practice (2017). Minimum of 8 years 'appropriate / recognizable experience in Nursing after registration as a Professional Nurse, at least 3 years of the period referred to above must be appropriate/recognizable experience at a Management Level, certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge and insight into Nursing statutes and other relevant Public Service Acts, Decision making and solving skills, Interpersonal skills and conflict management skills, Knowledge and implementation of Batho Pele Principles. Good communication skills, Supervisory and analytical thinking skills, Ability to implement National Core Standards, Basic Computer Literacy, basic understanding of HR and financial policies and practices. Recommendation: Diploma / Degree in Nursing Management will be an added advantage. Valid code 8 EB driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective Manner, Manage and supervise utilization of all resources in the units/wards. Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic plans aimed at improving service delivery. Facilitate and ensure the implementation of Department Priorities and National core Standards, monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance. Ensure effective data management. Ensure ethics and professional is maintained. Demonstrate effective communication with staff, patients, and multidisciplinary team. Exercises control over discipline grievance an all labor related issues. Develop / establish and maintain constructive working relationship with nursing and other stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B.B. Khoza Tel no: 031 360 3026
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	African Males and people with disabilities are encouraged to apply for the above post.
<u>POST 09/104</u>	:	<u>PROFESSIONAL NURSE SPECIALITY GRADE 1 & 2 TRAUMA (MEDICAL AND SURGICAL) REF NO: HRM 04/2017</u>
<u>SALARY</u>	:	Gr. 1: R 317 271 – R 367 815 per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse PLUS one year post basic qualification in Trauma Speciality. Gr.2: R 390 216 – R479 928 per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification (Specialty) in Trauma. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital
	:	Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration

with SANC, Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills

- DUTIES** : Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Trauma Unit , allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ trauma patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.
- ENQUIRIES** : Mr. B.B. Khoza Tel no: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
- NOTE** : African Males and people with disabilities are encouraged to apply for the above post)

DEPARTMENT OF PUBLIC WORKS

- APPLICATIONS** : Direct your application, quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement, to: The Senior Manager, Human Resources, Department of Public Works, Private Bag X9142, Pietermaritzburg 3200, Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg
- FOR ATTENTION** : Mrs. BG Mahlaba
- CLOSING DATE** : 17 March 2017

OTHER POSTS

- POST 09/105** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT (STRATEGIC ANALYSIS) REF NO: HO/DDSM/2017**
Strategic Management Directorate
- SALARY** : R612 822 per annum (All inclusive package to be structured as per the rules of the MMS Dispensation), Level 11
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : Grade 12 or equivalent plus an accredited and appropriate Bachelor's Degree or National Diploma in any of the following: Public Administration / Management, Public Policy or Development Studies with a minimum of 3 years' experience in the strategic management environment within the public service. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission). Skills: Good written and verbal communication, analytical thinking, policy analysis & networking. Detailed knowledge of prescripts relating to performance information and governance within the public service. Recommendations: Experience in research, policy development and analysis
- DUTIES** : Key Performance Areas: Facilitate departmental strategic planning and implementation processes. Facilitate the compilation of operational plans for directorates Research and facilitate the development of suitable strategies and policies to achieve strategic objectives. Coordinate the assessment of alignment between organizational and individual deliverables for senior management. Facilitate the development of policies/procedures and give guidance on strategic planning processes.
- ENQUIRIES** : Mrs. BNJ Makhaye Tel no: 033-260 4009

<u>POST 09/106</u>	:	<u>ASSISTANT DIRECTOR: GRIEVANCE AND DISPUTE REF NO: HO/HRMG&D/2017</u> Directorate: Human Resource Management (Labour Relations)
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus an accredited and appropriate Bachelor's degree/National Diploma and/or Labour Law as subject. A minimum of 3 years relevant and proven experience in Labour and Employee Relations environment. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation, Persal and Outlook). A valid driver's licence (manual transmission). SKILLS: Extensive knowledge of Labour Legislation, Public Service Act, Public Service Regulations and Bargaining Councils Resolutions. Ability to interpret and apply legislation. Problem solving and analytical thinking and negotiation skills. Ability to exercise discretion and maintain confidentiality. Sound Organisational, interpersonal skills and dispute resolution skills. Recommendation: Preference may be given to candidates who have attended the Investigators and Presiding Officers training
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and Monitor resolution of dispute, Facilitate and Monitor resolution of grievances, Provision of support in the development and implementation of policies and procedures and ensure compliance thereof. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Mr. M Mdunge Tel no: (033) 260 4124
<u>POST 09/107</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: HO/HRSD/2017</u> Directorate: Human Resource Management (Hr Development)
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus an accredited and appropriate Bachelor's Degree or National Diploma, and a minimum of 3 years' experience in the Human Resource Development field of work. Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission). Skills: Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Problem solving and analytical thinking. Strategic planning and co-ordination. Team building. Excellent communication (verbal, written and networking skills). Project management skills. Presentation and facilitation skills. Motivation/leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development, implementation, and monitoring of the Departmental Workplace Skills Plan. Manage the development, implementation and monitoring of capacity development programmes e.g. internship, learnership, artisan development, mentorship, induction, and management development programmes. Develop, workshop, and implement HRD policies. Manage the Adult Education & Training programme. Ensure the provision of admin support to the Skills Development Component. Provide advice and guidance to internal and external clients. Manage the resources within the component.
<u>ENQUIRIES</u>	:	Ms C. Stuart-William Tel no: (033) 260 4130
<u>POST 09/108</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: HO/ADIT/2017</u> Directorate: Information Technology Management
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus an accredited and appropriate Bachelor's Degree or National Diploma in Information Technology and/or Computer Science, and a minimum of 3 years' experience in the Information Technology Communications and Technology Industry field of work. Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission). SKILLS: Interpretation and application of policies/legislation (Public Service Act and Regulations, Public Finance Management Act, SITA Act). Program and Project Management, Research and Development in IT and IS. Prescripts relating to Security and IT/IS Governance. Problem solving and analytical thinking. Strategic planning and co-ordination. Team building. Excellent communication (verbal and written). Motivation/leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage IT services in line with departmental strategic plan and direction. Co-ordinate and consolidate Departmental IT needs. Control Business agreements and service level agreements with SITA and other suppliers. Develop and ensure compliance to IT policies and procedures. Manage Human Resources of the component.

ENQUIRIES : Mrs. R Marillier Tel no: (033) 355 5411

POST 09/109 : **ASSISTANT DIRECTOR: MISCONDUCT AND DISCIPLINE REF NO: HO/HRMM&D/2017**
Directorate: Human Resource Management (Labour Relations)

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent plus an accredited and appropriate Bachelor's degree/National Diploma and/or Labour Law as subject. A minimum of 3 years relevant and proven experience in Labour and Employee Relations environment. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation, Persal and Outlook). A valid driver's licence (manual transmission). **SKILLS:** Extensive knowledge of Labour Legislation, Public Service Act, Public Service Regulations and Bargaining Councils Resolutions. Ability to interpret and apply legislation. Problem solving and analytical thinking and negotiation skills. Ability to exercise discretion and maintain confidentiality. Sound Organisational, interpersonal skills and dispute resolution skills. **RECOMMENDATION:** Preference may be given to candidates who have attended the Investigators and Presiding Officers training.

DUTIES : Key Performance Areas: Facilitate and monitor disciplinary matters, Co-ordinate the applications for appeals, Provision of support in the development and implementation of policies and procedures and ensure compliance thereof. Manage the resources of the component.

ENQUIRIES : Mr M Mdunge Tel no: (033) 260 4124

POST 09/110 : **ASSISTANT DIRECTOR: BOOK-KEEPING SERVICES (FINANCIAL REPORTING) REF NO: HO/CFOFR/2017**
Directorate: Management And Financial Accounting: Head Office

SALARY : R311 784 – R376 626per annum, Level 09
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent plus an accredited three year Degree or National Diploma (majors in Accounting) with a minimum of 3 years' relevant experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's licence (manual transmission) **SKILLS:** Sound knowledge of PFMA, Treasury Regulations and Financial Prescripts. Good written and verbal communication skills. Working knowledge of Basic Accounting System (BAS). WIMS, PERSAL. Understanding of the maintenance schedules to magistrate courts. Sound knowledge of conducting of audits.

DUTIES : Key Performance Areas: Management of trial balance and suspense accounts. Compilation of Annual and Interim Financial Statements. Monitoring of Inter-Departmental Accounts Payable, Management of entities. Reconciliation of Financial Systems. Supervise staff in the Financial Reporting control component

ENQUIRIES : Ms. ZD Dlamini Tel no: (033) 355 4048

POST 09/111 : **LEGAL ADMINISTRATION OFFICER: MR3 OR MR4 REF NO: LAO/LS / 2017**
Directorate: Legal Services

SALARY : MR 3 from R210 837
MR 4 from R254 709
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A Grade 12 or equivalent plus a Bachelor of Laws (LLB) degree or equivalent. MR 3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 8 years' appropriate post qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy namely (Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence. **RECOMMENDATIONS:** Good written and verbal communication skills, analytical and problem-solving skills, interpersonal skills & time-management skills

DUTIES : Key Performance Areas: Interpret, draft and edit a wide variety of legal documents such as contracts, guarantees etc in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well-researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department Assist with the development of Departmental policies

ENQUIRIES : Ms A Khan Tel no: (033) 355 5666

NOTE : NB!! Short-listed candidates may be subject to a competency test, which may determine further short-listing for the interview process

DEPARTMENT OF SPORT AND RECREATION

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



APPLICATIONS : Forward your application to: Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville: application vacancies box.

FOR ATTENTION : Mrs. W.N Swartz

CLOSING DATE : 10 March 2017

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department or the website www.dpsa.gov.za/documents/forms/employ.pdf) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including National Senior Certificate, driver's license (where it is required), certified copy of ID document together with comprehensive curriculum vitae (detailed managerial experience including year, month and day). Onus is on the candidate to obtain and submit their Foreign Qualification(s) verified with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications. NB: Certification date must not be older than 3 months. 3 References. Faxed or emailed applications will not be considered. Candidates should not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant Post Reference number and the name of the publication in which they saw the advertisement. Candidates will be subjected to the security vetting process, signing of a performance agreement and an employment contract. SMS candidates will be subjected to a competency assessment test and will have to disclose her/his financial interests. All costs in respect of this application including the attendance of the Selection Committee as well as any other selection measure utilised will be borne by candidate, including but not limited to Subsistence traveling and accommodation. It is anticipated that a large volume of applications will be received; it is not possible for the Department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome. Preferred SMS candidates will be subjected to the compulsory competency assessment. Applicants, who do not comply with the instructions indicated above, will be disqualified.

MANAGEMENT ECHELON

POST 09/112 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SUPPORT SERVICES REF NO: DSR 12/2017**

SALARY : R1 068 564 per annum (All Inclusive Package)

CENTRE : Pietermaritzburg Head Office

REQUIREMENTS : An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post graduate qualification will be an added advantage. A minimum of five (5) Years in Senior Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency assessment. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, National and Provincial strategies, Computer operation / office automation, Management reporting, Code of conduct, Batho Pele Principles, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Government policies and Provincial Objectives. Behavioral Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Services Delivery Innovation. Skills: Numeracy, Literacy, Operating equipment, Basic Language skill,

DUTIES : Project management, Financial management, Diplomacy, Policy Development and analysis, Strategic planning.
Key Responsibilities: Facilitate the development, management and review implementation of department-wide administration support services. Facilitate the development, management and review implementation of department-wide human resources support services, Facilitate the development, management and review implementation of department-wide legal support services, Facilitate the development, management and review. Implementation of department wide communications management support services. Manage the rendering and management of the implementation of security support services in the department. Manage the effective and efficient utilization of resources.

ENQUIRIES : Mrs R. Naidoo Tel no: (033) 897 9450

POST 09/113 : **DIRECTOR: POLICY, PLANNING, STRATEGY AND RESEARCH REF NO: DSR 13/2017**

SALARY : R898 743 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post graduate qualification will be an added advantage. A minimum of five (5) Years, Middle Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency assessment. Competencies Required: KNOWLEDGE: Public Service Act and Regulations, PFMA, National and Provincial strategies, Computer operation / office automation, Management reporting, Code of conduct, Batho Pele Principles, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Government Policies, Procurement/SCM Procedures, Behavioural Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Services Delivery Innovation. Skills: Financial Management, Excellent Written and verbal communication, Operating equipment, Diplomacy, Strategic Planning, Policy Development, Influencing skill, Negotiation.

DUTIES : Key Responsibilities: Facilitate integrated strategic planning and policy development, analysis and modeling. Manage the development of monitoring and evaluation framework for monitoring access to sport and recreation in the province. Manage Resource allocation framework/norms and standards on equity and redress. Manage the development of a research programme on sport and recreation. Manager the effective and efficient utilization of resources

ENQUIRIES : Mrs. R. Naidoo Tel no: (033) 8979450

POST 09/114 : **DIRECTOR: LEGAL SUPPORT SERVICES REF NO: DSR 14/2017**

SALARY : R898 743 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : LLB Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post graduate qualification will be an added advantage. A minimum of five (5) Years, Middle Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency assessment. Competencies Required: Knowledge: Intergovernmental relations knowledge, Knowledge of public service act and regulations, PFMA, Batho pele principles, Code of conduct, Knowledge in Project Management, Labour law, Communication and protocol, Constitutional Law and other administrative related prescripts. Civil and criminal procedure and other Government Policies. Behavioral Competence: Strategic Capability and Leadership Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competences: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Services Delivery Innovation. Skills: Financial Management, Excellent Written and verbal communication, Operating equipment, Basic Language skill, Project management, Financial Management, Diplomacy Strategic planning, Policy development, Influencing skill. Negotiation.

DUTIES : Key Responsibilities: Manage the development and provision of department-wide legal support services. Manage the development and provision of department-wide legal opinions support services. Manage the development and provision of department-wide legal draft or edit support services. Manage the development and provision of department-wide mitigation of litigation support services. Manage the effective and efficient and utilize resources.

ENQUIRIES : Mr. F.B. Mabika Tel no: (033) 897 9423

POST 09/115 : **DIRECTOR: STRATEGIC PROJECTS & HIGH PERFORMANCE SPORT REF NO: DSR 15/2017**

SALARY : R898 743 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post graduate qualification will be an added advantage. A minimum of five (5) Years, Middle Management Level. Valid code 8 driver's license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency assessment. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Facility Management, National and Provincial strategies, Computer operation / office automation, Management reporting, Departmental objectives, Code of conduct, Batho Pele Principles, Policy development and analysis, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Government Policies, Provincial Objectives and Various Municipalities Objects. Behavioral Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Services Delivery Innovation. Skills: Numeracy, Literacy, Operating equipment, Language skill, Project management, Financial management, Diplomacy, Strategic planning.

DUTIES : Key Responsibilities: Manage the coordination and implementation of strategic projects. Manage and coordinate sport and recreation special projects. Manage the coordination and implementation of higher performance sport support services. Manage the efficient and effective utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr. V. Balram Tel no: (033) 897 9480

OTHER POSTS

POST 09/116 : **PROVINCIAL COORDINATOR: LIFESTYLE RECREATION REF NO: DSR 16/2017**

SALARY : R612 822 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : An appropriate 3 years National Diploma/Degree in Recreation and/ Sport. 3-5 years junior management experience in an Sport and Recreation environment Valid code 8 driver's license Computer literacy Willingness to work under pressure and beyond normal hours/weekends. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Provincial strategies, Computer operation / office automation, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures and other Government policies. Behavioral: Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Programme and Project Management, Financial Management, Change Management, Services Delivery Innovation, Problem Solving and Analysis, Skills: Project management, Customer focus, Judgement, Relationship building, results orientation, dealing with ambiguity, conflict resolution, negotiation, managing technical /procedural adherence.

DUTIES : Key Responsibilities: Manage the implementation of department-wide strategic projects & high performance sport service delivery strategy Establish and monitor Lifestyle Recreation structures across the province Manage all projects pertaining to Lifestyle Recreation Facilitate cooperation agreements between Lifestyle Recreation structures and Local Municipalities Provide support resources to Lifestyle Recreation structures and management thereof Provide effective, efficient and economic utilization of resources.

ENQUIRIES : Mr. M.N Mthembu Tel no: (033) 8979463

POST 09/117 : **PROVINCIAL COORDINATOR: SCHOOL PARTICIPATION REF NO: DSR 17/2017**

SALARY : R612 822 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : An appropriate 3 years National Diploma/Degree Sport Management or relevant equivalent qualification 3-5 years junior management experience in Sport and Recreation environment Valid code 8 driver's license Computer literacy Willingness to work under pressure and beyond normal hours/weekends Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Computer operation/office automation, Provincial Strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Procurement/SCM Procedures, Government policies. Behavioral Competencies: Programme and Project Management, Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Programme and Project Management, People Management and Empowerment, Change Management, Services Delivery Innovation. Skills: Project Management, Customer Focus, Judgement, Relationship Building, Results Orientation, Dealing with Ambiguity, Conflict Resolution, Negotiation, Managing Technical/Procedure Adherence.

DUTIES : Key Responsibilities: Manage the implementation of department-wide strategic projects & high performance sport service delivery strategy Provide strategic leadership to various stakeholders in relation to school sport Coordinate the establishment and manage various school sport structures in all districts Facilitate the coordination of school sport competitive programmes (tournament and championships) Facilitate with sport stakeholders the training of coaches, technical officials and administrators. Provide effective, efficient and economic utilization of resources.

ENQUIRIES : Mr. M. Mncina Tel no: (033) 8979406

POST 09/118 : **DEPUTY MANAGER: FINANCIAL PLANNING, BUDGETING AND REPORTING REF NO: DSR 18/2017**

SALARY : R612 822 per annum (All Inclusive Package)
CENTRE : Head Office Pietermaritzburg
REQUIREMENTS : Three year National Diploma/ Degree in finance or relevant equivalent qualification 3-5 years Junior Management experience in a finance environment Valid code 8 driver's license Computer literacy Willingness to work under pressure and beyond normal hours/weekends Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Fraud Prevention policies, Computer operation/office automation, Provincial strategies, Management reporting, Code of conduct, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Knowledge of financial systems (BAS and PERSAL), Sport and other Government policies. Behavioral Competencies: Programme and Project Management Financial Management, Change Management, Knowledge Management, Services Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Essential Competencies: Programme and Project Management, People Management and Empowerment, Change Management, Problem Solving and Analysis, Services Delivery Innovation. Skills: Project Management, Customer Focus, Judgment, Relationship Building, Results Orientation, Dealing with Ambiguity, Conflict Resolution, Negotiating, Managing Technical/ Procedural Adherence.

DUTIES : Key Responsibilities: Manage the rendering of financial planning support services Manage the implementation of budgeting process support services Manage the implementation of financial reporting support services including compilation of financial statements Manage the monitoring and control of expenditure Manage conditional grants and donor funding budgets Ensure the effective and efficient utilization of resources.

ENQUIRIES : Ms. Z.K Buthelezi Tel no: (031) 242 1745

POST 09/119 : **INFORMATION TECHNOLOGY: APPLICATION MANAGEMENT REF NO: DSR 19/2017**

SALARY : R311 784 per annum
CENTRE : Pietermaritzburg Head Office
REQUIREMENTS : 3 years National Diploma/Degree in information Technology 3 -5 years' experience in the information technology environment Valid code 8 driver's license Computer literacy Willingness to work under pressure and beyond normal hours/weekends Competencies

Required: Knowledge: Knowledge of Public Finance, Management Act, Treasury Regulations, Knowledge of Public Service Act, Knowledge of Public Service Regulations, Knowledge of Promotion of Information Act, Knowledge of SITA Act, Knowledge of Human Resource, IT Related Prescripts, Knowledge of Computer Hardware and Software, Knowledge of Computer Operating System, Knowledge of Labour Relations Act, Knowledge of Skills Development Act, Knowledge of Legislation Public service knowledge of COBIT, ITLL and ISO, Planning and organising Programming, Computer systems analysing, Project management, Knowledge of system design and implementation, Finance Training, Compilation of management reports, Research/analysis, Programme/project planning and other Government policies. Skills: Advanced Computer, Time management, Analytical, Language, Communication Conflict management, Listening, Motivation, Influencing, Problem Solving, Interpersonal Relations, Organizing, Planning, Ability to work independently, Project Management, Research, Analytical thinking, Facilitation, Creativity

DUTIES : Key Responsibilities: Facilitate the management of infrastructure IT Operations Facilitate the management of ICT Business Continuity Coordinate and manage the networks, IT Security and infrastructure projects Provide advice, guidance and input to IT infrastructure policies Provide effective and efficient utilization of IT infrastructure resources

ENQUIRIES : Mr. E.A Rambaran (031) 2421738

INTERNSHIP PROGRAMMES 2017/2018

POST 09/120 : **2 POSTS INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR01/2017**

SALARY : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Office Administration/Public Administration/Office Technology
ENQUIRIES : Mrs W.N Swartz Tel no: 031 2421706/ Ms. C.C Clayton Tel no: 031 2421710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.

POST 09/121 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR02/2017**

SALARY : Stipend: R4 989 per month
CENTRE : Head Office-Durban
REQUIREMENTS : Financial Management
ENQUIRIES : Mrs W.N Swartz Tel no: 031 2421706/ Ms. C.C Clayton Tel no: 031 2421710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.

POST 09/122 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR03/2017**

SALARY : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Financial Management/Administration/Cost and Management Accounting
ENQUIRIES : Mrs W.N Swartz Tel no: 031 2421706/ Ms. C.C Clayton Tel no: 031 2421710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.

POST 09/123 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR04/2017**

SALARY : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Monitoring and Evaluation/Statistics/ Qualitative Techniques/ Public Administration/Strategic Management
ENQUIRIES : Mrs W.N Swartz Tel no: 031 2421706/ Ms. C.C Clayton Tel no: 031 2421710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.

- POST 09/124** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR05/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Communication/Journalism/Marketing/Media/Public Relations
ENQUIRIES : Mrs W.N Swartz Tel no: 031 242 1706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- POST 09/125** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR06/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Sport Management/Science
ENQUIRIES : Mrs W.N Swartz Tel no: 031 242 1706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- POST 09/126** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR07/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Sport Management/Science
ENQUIRIES : Mrs W.N Swartz Tel no: 031 2421706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- POST 09/127** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR08/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Sport Management/ Science/Recreation
ENQUIRIES : Mrs W.N Swartz Tel no: 031 242 1706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- POST 09/128** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR09/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Sport Management/Science/ Recreation
ENQUIRIES : Mrs W.N Swartz Tel no: 031 242 1706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.
- POST 09/129** : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR10/2017**
- SALARY** : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Sport Management/Science
ENQUIRIES : Mrs W.N Swartz Tel no:031 242 1706/ Ms. C.C Clayton 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.

POST 09/130 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: DSR11/2017**
SALARY : Stipend: R4 989 per month
CENTRE : Head Office-Pietermaritzburg
REQUIREMENTS : Information Technology /Information Systems/ Computer Science
ENQUIRIES : Mrs W.N Swartz Tel no: 031 242 1706/ Ms. C.C Clayton Tel no: 031 242 1710
NOTE : Applicants must be unemployed graduates who reside in the KZN Province between 18-35 years of age. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department.