

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
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. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 07 April 2017
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was 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. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

MANAGEMENT ECHELON

- POST 13/59** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF. NO. P 02/2017**
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** : R1 299 501 per annum (all Inclusive, flexible remuneration package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Management / Administration / Public Administration / Business Management / Public Relations / Human Resource Management / LLB at NQF level 7 and an appropriate recognised post graduate qualification at NQF level 8 as recognised by SAQA; plus A minimum of 8-10 years' experience at a senior managerial level in a Corporate environment; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: In-depth knowledge of the Public Services Regulations. In-depth knowledge of the Public Services

Act. Knowledge of the Public Finance Management Act. Knowledge on Human Resource Related White Papers. Knowledge on Human Resource related collective agreements and resolutions. Knowledge of Labour Relations Act and PERSAL. Knowledge on Job Evaluation and Organisation Development related policies. Knowledge on Occupational Health & Safety Act and Human Resource Development strategy. Knowledge on Information Technology strategy. Knowledge of the Republic of South Africa Constitution. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of community development, public participation and community outreach. Knowledge of project management principles and service delivery framework. Knowledge of Human Rights. Computer literacy. Report writing skills. Well-developed verbal and written communication skills. Financial and risk management skills. Analytical, strategic direction and strong leadership skills. Project management, problem solving and good inter-personal relations skills. Presentation and change management skills. Self-disciplined and able to work under pressure with minimum supervision. Leadership qualities, project leadership and people management skills.

DUTIES

: Ensure the management and the provision of information technology and communication services for the Department: Provide IT strategy and enterprise architecture support services, business systems development, support and co-ordination services. Provide technical/operations support services management. Provide IT governance and security services. Provide effective and efficient media liaison, monitoring, public relations and research services. Provide effective internal and external communication support services. Ensure the management of security and corporate support services for the Department: Ensure and manage physical and information security services. Manage security screening investigations. Provide and manage Departmental Transport Services inclusive of both subsidized and pool vehicles. Provide registry records/registry and enterprise content management. Manage official accommodation which includes official housing, and office accommodation in line with legislative mandates. Ensure the management of professional legal services and strategic management: Manage litigations and administration of state land. Manage the drafting of the legal documents, contracts and agreements. Manage research on new legislations which impacts on the Departmental mandates. Manage and ensure compliance on access to information held by the Department. Facilitate strategic policy and planning, and ensure monitoring and evaluation of the Departmental performance. Manage and ensure the development empowerment programs, as well as organizational development. Ensure the management of Human Resource Management Services: Provide efficient human resource practices and administration services. Manage Departmental human resource development services. Promote harmonious employer-employee relations. Oversee the development and implementation of policies: Oversee the implementation of National, Provincial and Departmental frameworks. Oversee the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Manage resources of the Branch: Manage human resources. Manage financial resources. Manage assets for the Branch. Provide training, advice and guidance to staff. Manage EPMDS.

ENQUIRIES
FOR ATTENTION
NOTE

: Mr BS Gumbi 033 – 355 8808
 : Mr C McDougall
 : It is the intention of this Department to consider equity targets when filling this position.

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
CLOSING DATE

: Mrs. BG Mahlaba.
 : 07 April 2017

OTHER POST

- POST 13/60** : **LEGAL ADMINISTRATION OFFICER: MR3/ MR4 / MR5 REF NO: LAO/LS/2017**
- SALARY** : Salary MR 3 from R210 837 per annum
Salary MR 4 from R254 709 per annum
Salary MR 5 from R309 126 per annum
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
: 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 5 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