

**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.
- 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).

OTHER POSTS

- POST 21/105** : **DEPUTY DIRECTOR: LABOUR RELATIONS 2 POSTS**
- SALARY CENTRE** : R 657 558 per annum (all inclusive flexible remuneration package)
: Head Office, Pietermaritzburg (Region 1 and 4) (Ref. No. P 17/2017)
: Head Office, Pietermaritzburg (Region 2 and 3) (Ref. No. P 18/2017)
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree/National Diploma (NQF Level 6); plus A minimum of 3 years' junior management experience; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Understanding of policy research, analysis and development processes. Broad knowledge of Human Resource Management policies and practices. Understanding Human Resource Management prescripts in the Public Service. Extensive knowledge of the Labour Relations. Knowledge of computer based Human Resource Management information systems. Knowledge of public service reporting procedures and work environment. Ability to interpret and apply policy. Analytical and innovative thinking skills. Advanced research skills. Report writing and policy formulation process skills. Workshop presentation and

facilitation skills. Computer literacy. The ideal candidate should have a demonstrated interest in Human Resource Management and related fields, be policy development, improvement and teamwork orientated. *He / she should also be receptive to suggestions and ideas and be an innovative thinker.

DUTIES : Manage and supervise the functions of the Labour Relations staff in the Infrastructure (TIRS) Regions in conjunction with the Deputy Director: Corporate Services. Monitor and review labour practices, recommend change to Labour Related policies and facilitate training (formal / informal) to Senior Management in conjunction with the Human Resource Management Directorate. Deal with and monitor matters associated with labour unrest (which include negotiating with Organised Labour at relevant forums and maintain statistics in respect of labour unrest). Develop programmes attached to policy framework in order to prevent labour unrest taking cognizance of concepts, theories and operational methods and implement remedial action. Represent the department and provide Labour Related Legal and advisory services in respect of Conciliations, Arbitration, Labour Court matters and various forums in general, including the Bargaining Chambers.

ENQUIRIES : Ms T Nzuzwa Tel. No.: 033-355 8653

FOR ATTENTION : Mr C McDougall

CLOSING DATE : 09 June 2017

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 21/106 : **CHIEF PROVINCIAL INSPECTOR 11 POSTS**

SALARY : R417 552 per annum

CENTRE : RTI Nquthu (1 Post) (Ref. P03/2017)

RTI Midway (1 Post) (Ref. P04/2017)

RTI Winklespruit (1 Post) (Ref. P05/2017)

RTI Umdloti (1 Post) (Ref. P06/2017)

RTI Vryheid (1 Post) (Ref. P07/2017)

RTI Ulundi (1 Post) (Ref. P08/2017)

RTI Nongoma (1 Post) (Ref. P09/2017)

RTI Empangeni (1 Post) (Ref. P10/2017)

RTI Eshowe (1 Post) (Ref. P11/2017)

RTI Mtubatuba (1 Post) (Ref. P12/2017)

RTI Gingindlovu (1 Post) (Ref. P13/2017)

REQUIREMENTS : A relevant tertiary qualification (3 year Diploma in Traffic and Municipal Police/Degree or equivalent); plus Traffic Officer's Diploma; plus Registered as a traffic officer; plus 3-5 years' supervisory experience; plus 7-10 years' working experience in Traffic law Enforcement field; plus All valid relevant driving licenses (A and EC); plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive experience in Road Traffic and Public Transport policies and regulations. Law enforcement knowledge in Traffic and Public Transport. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Records and resource management skills. Customer relationship management skills. Problem solving skills. Writing and reporting skills. Labour Relations Skills. Driving investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/Project Management skills. Planning, organizing, leading, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due

dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES
FOR ATTENTION
NOTE

- : Mr VK Chetty Tel: 033-355 8880/8071
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency-based Assessment. The Successful candidates will be required to enter into a Performance Agreement.
- : 02 June 2017

CLOSING DATE