

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

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://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 34/94** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 29/2017**  
Directorate: Dept. of ICU

**SALARY** : GR 1: R736 425–R793 341 per annum (All inclusive salary package) None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner  
GR 2: R842 028–R920 703 per annum (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 (2017/2018). Knowledge, Skills, Training and Competencies Required: Ability to recognize critically ill patients, skills in resuscitation according to guidelines, ability to stabilize critically ill patients and order investigations under supervision, ability to perform procedures under supervision., ability to interpret clinical signs and present at ward rounds, ability to oversee the maintenance of equipment in the ICU and to assist in procurement, competency in data keeping, an interest in research, capability of sound ethical practice and ability to cope with stress, competency in teamwork and willingness to participate in the development of the critical care service at King Edward Hospital.

**DUTIES** : Key Performance Areas: Management of admissions to ICU, presentation at ward rounds, follow-up of patients discharged from ICU, participate in the academic program in the ICU, assist with mortality and morbidity meetings, oversee equipment maintenance, assist with the development of protocols and policies, assist with research projects in ICU, supervision of junior registrars, ability to perform after hour duties.

**ENQUIRIES APPLICATIONS** : Dr. S.A. Moodley 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.

**CLOSING DATE** : 15 September 2017

**NOTE** : People with Disabilities and African females are encouraged to apply

**POST 34/95** : **MEDICAL OFFICER GRADE 1/2 2 POSTS REF NO: HRM 30/2017**  
Directorate: Dept. of Obstetrics & Gynaecology

**SALARY** : GR 1: R736 425–R793 341 per annum (All inclusive salary package) None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner  
GR 2: R842 028–R920 703 per annum (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 (2017/2018). Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, Sound clinical knowledge within the discipline, Knowledge of ethical medical practices, ability to assess, diagnose and manage patient, ability to deal with all Obstetrics and Gynecological Emergencies, good communication skills, computer skills, service delivery orientated, policy development
- DUTIES** : Key Performance Areas: Diagnose and evaluate patients state of health, ability to perform caesarian sections, evacuation, incision and drainage of abscesses etc., prescribe and utilize medicine, medical equipment, verbal therapy, etc., provide good obstetric care to all pregnant patients, deal with emotional, social and physical aspects of disease for patients and their relatives, work with clinical care units, maintain medical records, train medical interns and other junior personnel, performance of after-hours duties is a requirement, assist in departmental statistics collection
- ENQUIRIES APPLICATIONS** : Dr. S.A. Moodley 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.
- CLOSING DATE** : 15 September 2017
- NOTE** : People with Disabilities and African females are encouraged to apply

**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 X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 15 September 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).

#### OTHER POSTS

**POST 34/96** : **ASSISTANT DIRECTOR: REVIEW AND CONTROL REF NO: P 22/2017**  
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** : R334 545 per annum  
**CENTRE** : Motor Transport Services, Pietermaritzburg  
**REQUIREMENTS** : An appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6); plus A minimum of 3 years appropriate supervisory experience in a compliance/audit environment. A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of Risk Management. Knowledge of Management Development. Knowledge of Human Resource Development processes. Knowledge of Human Resource Management processes. Knowledge of Research capabilities. Knowledge of Finance Management practices. Knowledge of Reporting procedures. Knowledge of Information systems. Knowledge of Road Traffic Legislation. Knowledge of National Traffic Information System (eNaTIS). Knowledge of Criminal Procedures Act. Knowledge of Delegations of Authority pertaining to the Department of Transport. Advanced writing skills. Negotiation skills. Computer literacy. Interpretation of Legislation skills. Management and listening skills. Financial and meeting skills. Organising and problem solving skills. Analytical and interpretive skills. Advanced verbal and written communication skills. Tact and diplomatic skills. Disciplinary and conflict Management skills. The ideal candidate should be trustworthy, loyal, friendly, diplomatic and have integrity and honesty. He/she should also be team/people orientated and courteous, open minded, independent, responsible, accountable and accurate.

**DUTIES** : Maintain a high level Administrative expertise and proficiency amongst the Review and Control. Ensure that compliance with Administrative requirements in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) and the KZN Provincial Road Traffic Act, 1997 (Act 7 of 1997) and the PFMA, is maintained throughout KZN. Ensure effective Management of sensitive transactions in respect of Registration and Licensing of Motor Vehicle.

**ENQUIRIES** : Ms N Ndlovu Tel No: (033) 395 1800  
**FOR ATTENTION** : Ms E Louwrens  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based assessment.

**POST 34/97** : **ASSISTANT DIRECTOR: PROVINCIAL TRANSPORT MANAGEMENT REF NO: P 23/2017**  
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** : R334 545 per annum  
**CENTRE** : Motor Transport Services, Pietermaritzburg  
**REQUIREMENTS** : An appropriate recognized Bachelor's Degree/ National Diploma (NQF Level 6); plus A minimum of 3 years appropriate supervisory experience in a fleet management environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Thorough knowledge of Supply Chain Management Legislation. Thorough knowledge of Asset Management framework. Thorough knowledge of Fleet Management principles. Thorough knowledge of Industry norms. General knowledge of Labour Legislation and agreements. General knowledge of Human Resource prescripts within the Public Service. General knowledge of Tax Legislation. Thorough knowledge of legislative framework regulating the employer and employee relationships. Advanced computer literacy. Above average knowledge of the PFMA. In depth knowledge of Contract Management. Ability to use legislation and industry norms to develop guideline policy relating to Fleet Management skills. Ability to be analytical. Ability to work accurately. Advanced written and verbal communication skills. Above average Human Relations/interpersonal skills. Ability to compile meaningful reports. Research, Policy development and Interpretation of Legislation skills. Management, Financial, Meetings and Facilitation skills. Presentation, organizing, tact and diplomacy skills. Team building, Disciplinary and Conflict Management skills. The ideal candidate must be trustworthy, loyal and friendly,

- have integrity and be honest and diplomatic. He / She should also be team/people orientated and courteous, open minded and independent, responsible, accountable and accurate.
- DUTIES** : Facilitate the Implementation of National Transversal Fleet management contracts for, inter alia, Pool Vehicles, Sub Vehicles and Political Office Bearers. Represent the Province at National and Provincial forums, facilitation of working groups and training sessions, with user Departments and service providers, to ensure effective implementation of National Contracts, Policy and Procedures. Monitor the risks associated with the national transversal Fleet Management Contracts. Deal with high-level correspondence regarding Provincial Fleet Management. Manage the Provincial Transport Management Section including direct supervision of staff and therefore effective Human Resources Management.
- ENQUIRIES FOR ATTENTION NOTE** : Mr R Abramson Tel no: (033) 395 1800  
: Ms E Louwrens  
: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based assessment.
- POST 34/98** : **ASSISTANT DIRECTOR: VEHICLE REGISTRATION & LICENSING (POLICY AND LEGISLATION) REF NO: P 24/2017**  
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 CENTRE REQUIREMENTS** : R334 545 per annum  
: Motor Transport Services, Pietermaritzburg  
: An appropriate recognised Bachelor's Degree/National Diploma (NQF Level 6); plus A minimum of 3 years' appropriate supervisory experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of Skills Development as well as Human Resource Management processes. Research capabilities. Knowledge of Financial Management practices. Knowledge of reporting procedures, Information Systems and training developments. Knowledge of Road Traffic Legislation and National Traffic Information System (NaTIS/eNaTIS). Knowledge of economic principles and policies. Knowledge of Criminal Procedures Act. Knowledge of delegation of authority pertaining to the Department of Transport. Analytical, writing and negotiation skills. Computer literacy. Research, policy development and interpretation of legislation skills. Management and financial skills. Meetings, facilitation and presentation skills. Organising and problem solving skills. Group dynamics and diversity management skills. Advanced verbal and written communication skills. Tact and diplomacy skills. Team building, disciplinary and conflict management skills. The ideal candidate should be trustworthy, loyal, friendly, diplomatic and have integrity and honesty. He/she should also be team/people orientated and courteous, open minded and independent, responsible and accountable and accurate.
- DUTIES** : Deal with high level correspondence such as Executive Council Memos, Ministerial and motor vehicle road traffic legislation with the National Department of Transport. Oversee the development and application of Motor Vehicle Legislation and Policy, in terms of the National Road Traffic Acts, 1989 (Act 29 of 1989) and 1996 (Act 93 of 1996) and the KZN Provincial Road Traffic Act, 1997 (Act 7 of 1997). Facilitate workgroups to ensure effective consultation with all Provincial role players, including Registering Authority Heads; SAPS; Municipality and Post Office Heads; on Provincial and National changes to Motor Vehicle Road Traffic Legislation, Policy and procedures and system changes. Oversee the registration of all Manufacturers, Importers & Builders; and Number Plate Manufacturers throughout KZN. Oversee the Directorates Policy and Legislation Section including direct supervision of staff and therefore effective HR Management.
- ENQUIRIES FOR ATTENTION NOTE** : Mr R Abramson Tel no: (033) 395 1800  
: Ms E Louwrens  
: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based assessment.
- POST 34/99** : **ASSISTANT DIRECTOR: EXPENDITURE, REVENUE & DEBT CONTROL: REF NO: P 25/2017**  
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** : R334 545 per annum

**CENTRE  
REQUIREMENTS**

: Motor Transport Services, Pietermaritzburg  
: An appropriate recognised Bachelor's Degree / National Diploma (NQF Level 6); plus A minimum of 3 years appropriate supervisory experience in a Finance environment. A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of financial procedures. Knowledge of Treasury Instruction notes. Knowledge of Public Finance Management Act (Act 1 of 1999). Knowledge of National Road Traffic Act (Act 93 of 1996). Knowledge of Provincial Road Traffic Act (Act 7 of 1997). Knowledge of Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act and the Skills Development Act. Knowledge of Delegations of Authority pertaining to the Department of Transport as well as financial audit procedures. Knowledge of Human Resource Management and Principles. Knowledge of National Traffic Information System (NaTIS). Knowledge of Basic Accounting System. Knowledge of PERSAL. Ability to interpret and apply policy skills. Problem solving and decision making skills. Analytical and innovative thinking skills. Report writing and formulation skills. Good communication skills (written and verbal). Ability to deal with diverse functions. Management and leadership skills. Computer Literacy. The ideal candidate should be loyal and be able to work independently. He/she being able to perform diverse functions without losing control, be reliable to both management and sub-ordinates, have integrity and be honest and have the ability to negotiate and be a team player.

**DUTIES**

: Maintain compliance to the Public Finance Management Act as well as budgetary and revenue collection policies and procedure for the Motor Transport Services Directorate and ensure accuracy of revenue reconciliations completed iro of agency offices and the reconciliation and pay-over of RTMC levies to the Road Traffic Management Corporation. Analysis and control of commitment registers for MTS, including the monitoring and approval of payments / refunds and expenditure in terms of the Public Management Act (Act 1 of 1999), as well as the effective recovery of outstanding monies in respect of dishonoured cheques and via the Inter Departmental Account. Supervise the effective follow up of Outstanding Debt on NaTIS, in terms of Road Traffic Legislation as well as the investigation and compilation of request for waivers, write-offs and refunds of motor vehicle registration and licensing fees in terms of the PFMA, NRTA and RTMC Act as well as the processing of all NaTIS transactions in respect of the removal of fees for the entire KZN. Supervise, monitor and control the programming of work as well as prepare quarterly assessments reports of subordinates in terms of all relevant legislation, prescripts, policies and procedures.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Ms H van Rooyen Tel no: (033) 395 1800  
: Ms E Louwrens  
: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based assessment.