

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

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058
- CLOSING DATE** : 15 September 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](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.

**MANAGEMENT ECHELON**

- POST 35/98** : **MEDICAL SPECIALIST REF NO: MEDSPECNEUROSURG/2/2017**  
Department: Neurosurgery
- SALARY** : Medical Specialist Grade 1 R991 857 per annum (all inclusive Salary package) excluding commuted overtime. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa  
The appointment to Grade 2 R1 134 069 per annum (all inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery)  
The appointment to Grade 3 R 1 316 136 per annum (all inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Neurosurgery)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills Training and Competence: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy
- DUTIES** : Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop

patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and "on call" duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi -disciplinary team when deemed necessary.

**ENQUIRIES**

: Dr BC Enicker Tel no: (031) 240 1134/240 1133.

**DEPARTMENT OF PUBLIC WORKS**

***The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer. Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and/or any other required competence, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application.***

**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 Mr LFS Khumalo, Private Bag X9963, Ladysmith 3370. Alternatively applications can also be hand delivered to 40 Shepstone Road, Umkhamba Gardens, Ladysmith. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof.

**CLOSING DATE**

: 08 September 2017

**NOTE**

: Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with/adherence to the appointment requirements plus a clear and legible, certified copy of a valid South African bar-coded ID (passports will not be accepted) and valid South African driver's licence (manual transmission). Copies of copies OR copies certified on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant positions on the departmental website before completing applications for posts. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instruction will be disqualified. Please note that the Department reserves the right not to fill the posts. Recommended candidates' personal information will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful. Please note that further communication will be restricted to those candidates who have been shortlisted. Appointment to these posts is subjected to the appointees signing a performance agreement. Please note reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of these posts will be guided by the Department's Employment Equity targets.

## OTHER POSTS

- POST 35/99** : **ASSISTANT DIRECTOR: POST BID REF: ADP/MRO/2017**
- SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Midlands Regional Office  
**REQUIREMENTS** : Matric plus an appropriate degree/National Diploma. 3-5years appropriate experience. Supervisory experience. Computer literacy Computer literacy (MS Word and Excel). A valid driver's licence (manual transmission). Recommendations: Good knowledge of relevant prescripts.
- DUTIES** : Manage and monitor contract obligations. Manage and control contract administration. Manage and monitor performance of contractors. Manage and control payments of consultants, contractors and suppliers. Manage the resource of the component. Skills: Problem solving and analysis. Programme and Project Management. Able to provide SCM advice to all internal external stakeholders  
Ms.GB Mthethwa Tel no: (036) 638-8275
- ENQUIRIES** :
- POST 35/100** : **DEVELOPMENT OFFICER: EPWP REF: DOEP/07/2017**
- SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Midlands Regional Office  
**REQUIREMENTS** : Matric plus an appropriate relevant degree/National Diploma and 1-2 years relevant experience. Computer literacy (MS Word and Excel). Recommendations: Good knowledge of relevant prescripts. Valid driver's licence (manual transmission).Project Management skills. Effective Implementation of Youth Maintenance Programme.
- DUTIES** : Coordinate and report on the Expanded Public Works Programme Implementation within the Region. Implementation of Eyesizwe Constructor Development Programme. Effective implementation of skills development programmes and NYS Programme. Stakeholder Management. Supervise Staff.
- ENQUIRIES** : Ms. JT Khuzwayo Tel no: (036) 6388 268
- POST 35/101** : **STATE ACCOUNTANT REF NO: SA/07/2017**
- SALARY** : R281 418 per annum, Level 08  
**CENTRE** : uMzinyathi Sub-District Office  
**REQUIREMENTS** : Matric plus an appropriate relevant National Diploma/equivalent qualification and 3-5 years relevant experience. Computer literacy (MS Word, Excel) and a valid driver's licence (manual transmission). Recommendations: Good knowledge of relevant prescripts. Knowledge of Basic financial operating systems (PERSAL, BAS and LOGIS).
- DUTIES** : Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise human resources/staff.
- ENQUIRIES** : Mr. C.D. Mqadi (034 212 2133)
- POST 35/102** : **ADMINISTRATIVE OFFICER: STORES AND ASSET: REF NO: AOSA/07/2017**
- SALARY** : R281 418 per annum, Level 08  
**CENTRE** : uMzinyathi District Office  
**REQUIREMENTS** : Matric plus an appropriate degree/National Diploma and 3-5 years relevant experience. Computer literacy (MS Word and Excel) and a valid driver's licence (manual transmission). Recommendations: Good knowledge of relevant prescripts. Report writing skills.
- DUTIES** : Provide Stores Management Services. Ensure Management of Assets. Attend and respond to queries on assets and stores. Supervise staff.
- ENQUIRIES** : Mr. C.D. Mqadi Tel no: (034) 212 2133

## DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200
- FOR ATTENTION** : Mr VT Mdlalose
- CLOSING DATE** : 08 September 2017
- NOTE** : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

## OTHER POST

- POST 35/103** : **DEPUTY DIRECTOR: ECONOMIC CLUSTER (SCM UNIT) REF NO: KZNPT 17/42**  
Purpose: To ensure the provisioning of advice, guidance and support as well as monitoring compliance to Supply chain Management prescripts in all Provincial Departments, Municipalities and Public Entities
- SALARY REQUIREMENTS** : R779 295 per annum  
A 3 year NQF level 6 National Diploma/ NQF level 7 Degree in Supply Chain Management/Law/Commerce. A minimum of 3 years' experience in junior management level in a Supply Chain Management environment. Computer literacy.
- DUTIES** : Key Responsibilities: Ensure the monitoring, evaluation and the reporting on SCM Compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Oversee the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in Departments, Municipalities and Public Entities. Ensure the provision of SCM support to Departments, Municipalities and Public Entities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines in Departments and Municipalities. Ensure the effective and efficient management of allocated resources. Competencies, Knowledge and Skills: Knowledge of applicable National and Provincial policies and legislation is required, including: Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPFA) and Regulations, National Treasury practice notes and guidelines, Kwazulu-Natal Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/ procedures, Public Service Regulatory Framework, Broad Based Black Economic Empowerment Act (BBBEE) and BEE Code of Good Practice. Communication, presentation, interpersonal relations, analytical and quantitative skills, middle management skills, interpretation of legislation, project planning and management, financial management, policy analysis and development, decision making skills, influencing, report writing and conflict management.
- ENQUIRIES** : Adv. Siza Mthethwa Tel no: (033) 897 4557