

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

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

- APPLICATIONS** : KwaZulu-Natal Department of Health, Zululand Health District Office Private Bag x 81 Ulundi 3838 .King Dinuzulu Highway LA Building Ground floor Zone 5 Ulundi 3838
- FOR ATTENTION** : Mrs BJ Nene
- CLOSING DATE** : 15 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 36/134** : **FACILITY INFORMATION OFFICER REF NO: ZULDO 03/2017**
(3 year contract)
- SALARY** : An all-inclusive package of R226 611 per annum, Level 07
- CENTRE** : Zululand Health District, Ulundi
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent PLUS, National Diploma/ Degree information Technology/Management information Systems/ Statistics/Computer Science. Valid Driver's License. Strong communications skills in Depth knowledge and skills in information System and Data Management. The Ability to compile meaningful presentation and /or graphic presentation of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical knowledge in the information Technology Environment. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Roll out (install) TB/HIV Information system (ART TIER.NET) in health facilities within the district. Conduct training on routine Health Information System (ART TIER.NET/ETR>net/ EDR Web/DHIS).Maintain and provided technical support to all routine Health Information System(ART TIER.NET/ETR.net/District Health Information System (DIHS)/Electronic Drug Resistant (EDR Web).Ensure accurate, consisted and timeous reporting of health programmers data from all facilities within the district. Co-ordinate the collection of routine and non routine data inclusive of surveys. Maintain, manipulate and ensure data and security of the district health and management information databases. Ensure data and information integrity to accurately represent the state of service delivery in the district Compile summary and comprehensive information feedback reports (routine and non-routine). Provide super user functions for routine health information systems. Maintain asset register for computer and IT related equipment to ensure safety thereof in accordance with policy specifications. Support facilities and institutions in terms of Data management. Render administrative support to the District Information Office. Manage the utilization of resources allocated to the unit. Actively participate in the district performed renew activities. Actively participate in the District monthly quarterly report compilation processes. Continuously verify and validate data to ensure quality and decision making.
- ENQUIRIES** : Mrs BJ Nene Tel no: (035) 874 0634

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** : 22 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 or e-mailed 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). Erratum: Provincial Administration: KwaZulu-Natal Department of Transport: Kindly note that for the post: Assistant Director: Vehicle Registration & Licensing (Policy and Legislation): Motor Transport Services, Pietermaritzburg (Ref. No. P 24/2017), advertised in PSVC 34 of 2017, the Salary has been amended to: R 417 552 per annum (Salary Level 10). *The closing date has been extended to: 29 September 2017.

OTHER POSTS

- POST 36/135** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (REF NO: P 27/2017)**
Kindly note that this is a re-advertisement. All applicants who previously applied for the post Ref. No. DOT 24/2017 need not re-apply as their previous application will still be considered.
- SALARY** : R657 558 per annum
- CENTRE** : Provincial Regulatory Entity: Pietermaritzburg
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6); plus A minimum of 3 years' junior management (Assistant Director Level) experience in Public Administration; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required:

Knowledge of Public Transport and all relevant Acts. Knowledge of Departmental Policies, Relevant Regulations, Legislation and Procedures. Knowledge of Public Service Act, HR and Financial matters. Knowledge of Labour Relations Act. Managerial skills. Conflict Management skills. Project Management skills. The ideal candidate should be teamwork orientated, honest, reliable and innovative. He /she should also have the ability to function under pressure and independently, be Pro- active.

DUTIES : Provide support to Director: Regulation and Support and PRE adjudication panel. Develop policies, work-plan and procedures. Communicate with relevant public transport stakeholders on behalf of the Director. Manage and develop staff. Liaise with relevant planning authorities. Compile monthly, quarterly and annual management reports. Control budget, monitor the expenditure. Investigate complaints from stakeholders. Ensure timeous reply to enquiries and reports. Manage and improve operating licence administration.

ENQUIRIES FOR ATTENTION NOTE : Ms NP Hlophe Tel no: (033) 341 9514
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency based test.

POST 36/136 : **DEPUTY DIRECTOR: POLICY FORMULATION AND EMPLOYMENT EQUITY REF NO: P 29/2017**
Kindly note that this is a re-advertisement. All applicants who previously applied for the post Ref. No. DOT 11/2017 need not re-apply as their previous application will still be considered.

SALARY CENTRE REQUIREMENTS : R657 558 per annum
: Head Office, Pietermaritzburg
: An appropriate recognised Bachelor's Degree/National Diploma (NQF Level 6) in HRM/ Public Administration/ Public Management; plus A minimum of 3 years' junior management experience in Human Resources Management; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies required: Knowledge and Understanding of policy research, analysis and developmental processes. Extensive knowledge of Human Resources and related fields. Understanding of all HR prescripts, practices and procedures. Knowledge of all Public Service and related legislation. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Workshop presentation and facilitation skills. Computer literacy. Interpersonal skills, professional and friendly skills. Communication skills. Leadership skills. The ideal candidate should be honest, trustworthy, a visionary, have the ability to engender teamwork, be creative and an innovative thinker.

DUTIES : Formulate strategies, policies and procedures for all HR matters aligned to key HR strategies and facilitate the implementation, consultation sessions and liaise with relevant stakeholders in the development and implementation policies / procedures, this includes co-ordination of the development, implementation and maintenance of the Human Resource Plan for the Department. Manage the resources of the component. Manage and report on all employment equity initiatives, including employment equity plan, policy and reports. Co-ordinate, monitor and evaluate the effectiveness of implemented HR policies and analysis of national / provincial policy environment and identify critical areas for interventions. Represent the Department on task teams and provide input into multi-functional policy and strategy responses with regard to HR Policies.

ENQUIRIES FOR ATTENTION NOTE : Ms C Zwane Tel no: (033) 355 8916
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency based test.

POST 36/137 : **ASSISTANT DIRECTOR: HR INFORMATION SYSTEMS REF NO: P 30/2017**
Kindly note that this is a re-advertisement. All applicants who previously applied for the post Ref. No. DOT 12/2017 need not re-apply as their previous application will still be considered.

SALARY CENTRE : R334 545 per annum
: Head Office, Pietermaritzburg

- REQUIREMENTS** : An appropriate recognized Bachelor's Degree/ National Diploma in Human Resource Management (NQF Level 6); plus A minimum of 3 years supervisory experience within a human resource environment; plus Possession of a valid driver's licence (minimum Code B). Must have passed the Persal Controller's Course (proof must be attached). Knowledge, Skills, Training and Competencies required: Extensive knowledge of PERSAL system. Broad knowledge of human resource management policies, practices and procedures. Knowledge of the various software packages used by the Department, e.g. Impromptu, Vulindlela, BAS, etc. Knowledge of Public Service and human resource-related legislation. Computer literacy. Analytical skills. Accuracy. Communication skills. Leadership skills. Interpersonal and conflict management skills. Problem solving skills. Ability to interpret and apply policies and procedures. The ideal candidate should be a creative and innovative thinker who is assertive and professional, and has the ability to engender teamwork.
- DUTIES** : Manage the technical, system and user support of Persal and HR systems in the Department. Manage and Control of the Persal system for the Department. Maintain Establishment records. Render a Regional Help Desk Service. Render IT support services in respect of Human Resource Systems. Maintain statistics as required by Management and other Department (Provincial/National).
- ENQUIRIES FOR ATTENTION NOTE** : Ms C Zwane Tel no: (033) 355 8916
: Ms T Gigaba
: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency based test.
- POST 36/138** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: P 31/2017**
Kindly note that this is a re-advertisement. All applicants who previously applied for the post Ref. No. DOT 13/2017 need not re-apply as their previous application will still be considered.
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum
: Head Office, Pietermaritzburg
: An appropriate recognized Bachelor's Degree/ National Diploma in HRD or HRM (NQF Level 6); plus A minimum of 3 year's supervisory experience; plus Assessor Certificate; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies required: Knowledge of white paper for Post School education and training. Knowledge of HRDS Framework vision 2015. Knowledge of Skills Development Act. Knowledge of Skills Development Levies Act. Knowledge of Public Service Act & Regulations. Knowledge of Labour Relations Act. Knowledge of Public Financial Management Act. Knowledge of Adult Education and Training. Knowledge of Project Management. Knowledge of Career Management. Knowledge to Return on Investment (ROI). Knowledge of National Skills Development Strategy 111. Knowledge of Curriculum Development and Training Quality Assurance. Research skills. Analytical skills. Planning and organizing skills. Policy formulation skills. Good Communication (Verbal & Written) skills. Computer Literacy. Presentation / Facilitation skills. Ability to apply Legislations. Innovative thinking skills. Conflict Resolution skills. Manage Resources skills. The ideal candidate should be assertive, innovative, have honesty and have integrity, be loyal, reliable, believe in openness and transparency, be able to meet tight deadlines, be willing to work overtime and be teamwork oriented.
- DUTIES** : Develop, implement and monitor the Departmental HRD Strategy: Develop the Departmental HRD Strategy. Develop the implementation plan and submit to DPSA. Ensure that all HRDS activities are implemented. Monitor and report on HRDS implementation plan. Conduct Skills Audit: Ensure the identification of scarce and critical skills in the Department. Ensure the documentation of current skills bank. Matching needs with staff career aspirations. Identify training needs and service providers. Update and monitor the Departments skills audit database. Develop, coordinate, facilitate, advise and monitor learning programmes including learnership, internships and skills programmes: Facilitate the implementation of the CIP and BB2E. Identify and implement learnerships/internships/skills programmes. Determine the availability of funds. Ensure the sourcing of accredited service providers. Evaluate the impact made by these programmes and report to management. Update and monitor the Departments training database. Provide statistics/reports on all training/learning interventions and skills development strategies. Plan and manage resources of the component. Human Resources:

Ensure effective development of staff. Manage the resources within the Component. Ensure that staff are kept informed of any developments in respect of HRD related matters. Finance: Provide budget inputs for Operational/Annual Performance Plans. Equipment: Manage assets/other equipment in the component. Facilitate and report on AET initiatives: Develop AET policy and strategy. Monitor and evaluate progress and implementation on AET. Ensure the provision of quarterly and annual information/statistics for completion of QMR and ATR. Maintain and monitor AET database.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms SR Sibisi Tel no: (033) 355 8794
: Ms T Gigaba
: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency based test.

POST 36/139

: **ASSISTANT DIRECTOR: ACCOUNTING & BOOKKEEPING REF NO: P32/2017**
Kindly note that this is a re-advertisement. All applicants who previously applied for the post Ref. No. DOT 36/2017 need not re-apply as their previous application will still be considered.

**SALARY
CENTRE
REQUIREMENTS**

: R334 545 per annum
: Head Office, Pietermaritzburg (Financial Accounting Directorate)
: An appropriate recognized Bachelor's Degree / National Diploma in Finance, Accounting or Commerce (NQF Level 6); plus A minimum of 3 years supervisory experience in an Accounting / Bookkeeping environment; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies required: Knowledge of Financial Management. Understanding of the Public Finance Management Act and Treasury Regulations. Thorough knowledge of Generally Recognised Accounting and Auditing Standards. Knowledge of computer based information systems with specific reference to spreadsheet and report writing applications. Ability to interpret and apply policies and procedures. Analytical and innovative thinking skills. Good organisation and planning skills. Ability to interpret financial reports (e.g. financial statements, general ledger, etc.). Report writing skills. Good communication skills, both verbal and written. Good analytical skills. The ideal candidate should be courteous and respectful yet decisive and have the ability to confidently interact with seniors. He/she should also have the ability to communicate effectively, be prompt, reliable, honest and a team player.

DUTIES

: Manage the planning and execution of accounting policies and procedures to implement best financial practices in the Department. Manage the banking and special tax functions. Maintain all general ledger and suspense accounts on BAS. Manage month and year-end closure of the books and produce the final trial balance for year-end AFS. Preparation of the Departments annual financial statements. Manage inter-Departmental claims recoverable. Supervise junior members of staff and perform a high level review of all work performed by them before presentation to management or other customers.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr T Nkosi Tel no: (033) 355 8792
: Mr M Mabaso
: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency based test.