ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

It is the department’s intention to promote equity through filling of all numeric targets as contained in the Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required

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. 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 41/146: HEAD CLINICAL UNIT INTERNAL MEDICINE REFERENCE: PSH 07/2017

SALARY: Grade 1 – R1 550 331 -00 package (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) PLUS 22% rural allowance and Commuted overtime

CENTRE: Port Shepstone Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist /or Registration with the HPCSA as a Specialist with F.C.P Internal medicine (or equivalent). Current registration with HPCSA for 2017. Five (5) years post registration experience as a Specialist in Internal medicine Knowledge Skills Experience Outstanding clinical skills in field of Internal Medicine preferably obtained in public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Internal Medicine. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing Knowledge of relevant protocols, policies, legislation and guidelines

DUTIES: Must have knowledge of being able to provide cost effective and appropriate Internal Medicine service at a Regional hospital. *Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor’s and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, Monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system Health Information and Research: Monitor and evaluate disease profile, setting up of
database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs.

**EQUIRIES**
Dr. PB DLAMINI (039) 688 6208 / 6147 or 039 688 6000

**APPLICATIONS**
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION**
Miss D.L. Du Randt

**CLOSING DATE**
27 October 2017

**NOTE**
Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. Must be willing to reside in the Ugu District

**OTHER POSTS**

**POST 41/147**
MEDICAL OFFICER X 2 REFERENCE: MOPAEDMED/2/2017
Department: Paediatric Medical

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**SALARY**
Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: Medical Officer R842 028 per annum (All inclusive Salary Package) excluding Commuted overtime. Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 3: Medical Officer R977 199 per annum (All inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**REQUIREMENTS**
Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Knowledge Skills And Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**
The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient,out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required

**ENQUIRIES**
Dr R Thejpal - 031 240 1607

**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
**POST 41/148**: MEDICAL OFFICER X 2 REF NO: MO ORTHO/1/ 2017  
**Department**: Orthopaedics and Trauma Unit  
**CENTRE**: Inkosi Albert Luthuli Central Hospital  
**SALARY**: Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime Experience No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa  
Grade 2: Medical Officer – R842 028 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa  
Grade 3: Medical Officer – R977 199 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa  
**REQUIREMENT**: Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous orthopaedic experience is an advantage. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa. Registrars who has completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply.  
**DUTIES**: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medicolegal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.  
**ENQUIRIES**: Prof IE Goga - Tel 031-240 2162  
**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**: 20 October 2017

**POST 41/149**: MEDICAL OFFICER X 3 REF NO: MONEUROSURG/1/2017  
**Department**: Neurosurgery  
**CENTRE**: Inkosi Albert Luthuli Central Hospital  
**SALARY**: Grade 1: Medical Officer R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime Experience No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa  
**REQUIREMENT**: Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous neurosurgical experience is an advantage. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa. Registrars who has completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply.  
**DUTIES**: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medicolegal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.  
**ENQUIRIES**: Prof IE Goga - Tel 031-240 2162  
**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**: 20 October 2017
professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 2: Medical Officer

- R842 028 per annum (All inclusive Salary Package)
- excluding Commuted Overtime

- Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 3: Medical Officer – R977 199 per annum (All inclusive Salary Package) excluding Commuted Overtime

- Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

**REQUIREMENTS**

- MBChB Degree. Current registration with the Health Professions Council of SA as a Medical Practitioner. Completion of Community Service
- Knowledge, Skills Training and Competencies Required: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential

**DUTIES**

- Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement

**ENQUIRIES**

Dr BC Enicker – 031 240 16 / 031 262 40 1133

**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**

20 October 2017

**POST 41/150**

OPERATIONAL MANAGER (REF02/2017)
Directorate: Primary Health Care

**SALARY**

- R499 953.00 (plus benefits), 13th cheque, medical (Optional), 12% Rural Allowance and housing allowance (Employee must meet prescribed requirements)

**CENTRE**

- Dundee Hospital

**REQUIREMENTS**

- Senior Certificate or Grade 12. Degree /National Diploma in Nursing that allow registration with SANC as a Professional Nurse and Midwifery, Post Basic nursing qualification with duration at least one(1) year accredited with SANC in clinical nursing Science, assessment, diagnosis, treatment and care, Minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with South African nursing council in general nursing of which at least 5 years must be appropriate experience after obtaining the one year Post Basic Qualification in Primary Health Care, Proof of current registration with SANC (2017), Valid driver's license EB (code 8) or C1 (code 10) and Certificate of service signed by Human Resource Manager must be attached.

**DUTIES**

- Demonstrate an in-depth understanding of legislation and related legal and ethical nursing practice and how this impact on service delivery, Ensure the implementation and monitoring of all PHC programs including priority programs in the clinic, Manage and monitor proper utilization of human, financial, physical and material resources, Ensure quality PHC service delivery through the implementation of NCS and ICRM within the facility, Deal with disciplinary and grievance matters including managing and monitoring absenteeism, Provision of administrative services by planning, organizing and ensuring the availability of medication, medical supplies and essential equipment in all clinics, Monitor and evaluate HR performance EPMDS for all
relevant staff, Ensure quality data management is implemented and monitored at the clinic and Maintain intersect oral collaboration with other Government structures and provide support to Sukumasakhe Activities.

ENQUIRIES
: Mrs. ID Khumalo, Contact details: 061 825 7107 Ext 259

APPLICATIONS
: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 MC Kenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

CLOSING DATE
: 20 October 2017

NOTE
: Please note that Operational Manager (REF02/2017) those who applied before are advised to re-apply.

DEPARTMENT OF PUBLIC WORK

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 : Director : Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs BG Mahlaba. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg. 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
: 20 October 2017

NOTE
: The Provincial Administration of Kwa – Zulu Natal is an equal opportunity, affirmative action employer and 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 competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application. 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 the valid South African bar-coded ID (passports will not be accepted) and valid South African drivers licence. Copies of copies OR copies 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 position on the departmental website before completing applications for posts. It is the applicant’s responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate’s personal information will be subject 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 being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that 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 this post will be guided by the Department’s Employment Equity targets.

OTHER POSTS

POST 41/151
: DEPUTY DIRECTOR: IMMOVABLE ASSETS MANAGEMENT REF: ETH/DDIAM/09/2017
Immovable Asset Management Directorate

SALARY
: R 779 295 per annum (All-inclusive package to be structured as per the rules of the MMS Dispensation) level: 12

CENTRE
: Ethekwini Region

REQUIREMENTS
: Grade 12 or equivalent plus an accredited and appropriate Bachelor’s Degree or National Diploma with a minimum of 3 years’ experience in property
management. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES**

Manage and co-ordinate the implementation of Acquisition and Disposal processes. Manage and co-ordinate Provincial Information. Provide registry services for the Sub-Directorate. Manage the implementation and coordination of input into policies and procedures relevant to immovable asset management. Manage the resources of the component. Skills: Financial Management, Interpersonal Relations, Stakeholder Management, Customer Management and project Management. Recommendations: Candidates with property management qualification will be added as an advantage

**ENQURIES**

Ms D. Fihlela Tel No (031) 203 2209

**POST 41/152**

**SUB-DISTRICT MANAGER REF: NC/SDM/09/2017**

Directorate: Supply Chain Management

**SALARY**

R 417 552 per annum Level: 10

**CENTRE**

North Coast Region, Zululand Sub-District Office (Nongoma)

**REQUIREMENTS**

A Grade 12 or equivalent plus an appropriate and 3 years Bachelor’s Degree / National Diploma, including a minimum of 3 years’ relevant managerial experience. Candidates must be computer literate in word processing, spreadsheet, presentation and e-mail software packages. Valid driver’s licence (manual transmission).

**DUTIES**

Manage works inspection services, Manage building maintenance services, Monitor financial administration and supply chain, management services, Manage general administration support services, Manage all projects and ensure implementation of policies and procedure for the sub-District, Manage the resources of the component. Skills: Willingness to work long hours and travel long, distances, Good verbal and written communication, skills. Project and Programme management, stakeholder and financial management and knowledge of procurement processes.

**ENQURIES**

Mr MG Mcanyana Tel No (035) 8798300

**POST 41/153**

**STATE ACCOUNTANT REF: NC/ST/09/2016**

Directorate: Financial Administration

**SALARY**

R 281 418 per annum Level: 8

**CENTRE**

North Coast Region: Umkhanyakude District Office

**REQUIREMENTS**

Grade 12 or equivalent plus an accredited and appropriate three year Bachelor’s Degree or National Diploma with a minimum of 3 years relevant experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**

Monitor and control payment processes, Conduct budgetary inputs, Control expenditure trends, Supervise staff. Skills: Sound knowledge of PFMA, Treasury Regulations and Financial Prescripts. Good written and verbal communication skills. Working knowledge of Basic Accounting System (BAS). WIMS, PERSAL. Understanding of the maintenance schedules to magistrate courts. Sound knowledge of conducting of audits.

**ENQURIES**

Ms PP Mbuyisa Tel No (035) 5737 000

**POST 41/154**

**PERSONAL ASSISTANT TO THE DIRECTOR: PROVINCIAL EPWP REF: HO/PAEPWP/09/2017**

Directorate: EPWP. Head Office

**SALARY**

R226 611 per annum Level: 7

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

Grade 12, plus a one year Secretarial Diploma/Certificate, or any other equivalent one year qualification plus at least three years’ appropriate experience, or a three year National Diploma or Bachelor’s Degree plus at least three years appropriate experience and proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**

Provides a secretarial support service to the Director EPWP. Render administrative support services. Provides support to Director EPWP regarding meetings. Supports the Director EPWP with the administration of the Director
EPWP budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Recommendations: Candidates must display the following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of the relevant legislation/ policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES: Mr. X Xulu: Tel no.: 033-355 5572
NOTE: Candidates may be subjected to computer assessments to determine computer literacy.

POST 41/155: INFORMATION TECHNOLOGY SPECIALIST REF: NC/ITS/09/2017
Directorate: Information Technology Management

SALARY: R 226 611 per annum Level: 7
CENTRE: North Coast Region: Ulundi
REQUIREMENTS: Grade 12 or equivalent plus A+ and N+ certificate 3- 5 years relevant experience, Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission).

DUTIES: Coordinate and monitor IT services in the Region, Assess stock delivery according to specification, Provide basic technical support to users, Coordinate the implementation of IT standard and procedures in the Region, Supervise staff. Skills: Interpretation and application of policies/legislation (Public Service Act and Regulations, Public Finance Management Act, SITA Act). Program and Project Management, Research and Development in IT and IS. Prescripts relating to Security and IT/IS Governance. Problem solving and analytical thinking. Strategic planning and co-ordination. Team building. Excellent communication (verbal and written). Motivation/leadership skills.

ENQUIRIES: Ms ZP Nene Tel No (035) 874 2198

Directorate: Supply Chain Management

SALARY: R226 611.00 per annum Level: 7
CENTRE: North Coast: Ulundi
REQUIREMENTS: Grade 12 or equivalent plus a minimum of 3 years relevant experience computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

DUTIES: Provide Post-Bid services to the Region. Provide contract administration services. Monitor and control the extension of validity of contracts and variation orders. Exercise control over contractor and consultant payments. Supervise staff. Skills: Candidates must display the following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational, administrative and presentation skills, tact and diplomacy, Knowledge of the relevant legislation/ policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES: Mr ZM Nkosi Tel No (035) 8742080


SALARY: R183 558.00per annum Level: 6
CENTRE: Southern Region Ugu (Port Shepstone) Electrical REF: SR/WIEUGU/09/2017
Southern Region (Umgungundlovu) Structural REF: SR/WISUMGU/09/2017
Midlands Region (Amajuba District Office) Structural REF: MID/WISADO/09/2017
Ethekwinini Region (Ethekwinini District) Structural REF: ETH/WIS/09/2017
North Coast: Zululand Sub-District Office (Vryheid) Structural REF: NC/WIS/09/2017

**REQUIREMENTS**
Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent, or N3 and pass trade test in the building environment, or Registration as an Engineering Technician, computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**
Render a basic inspection service of work done on minor new existing structures on a project basis, Analyse and compile relevant documentation for work to be done on minor new and existing structures, Oversee the work of contractors, Gather and submit information in terms of the, Extended Public Works Programme (EPWP). Skills: Project Management skills, Stakeholder management skills, Sound communication skills, willing to work extended hours. Recommendations: One (1) year appropriate experience in the construction sector.

**ENQUIRIES**
Mr B Ntselemane: Tel No (039) 688 9400 (Ugu)
Mrs C Buthelezi: Tel No (033) 355 7100 (uMgungundlovu)
Mr MG Mcanyana: Tel No (035) 879 8300 (North Coast Region: Zululand)
Mr. LFS Nel: Tel No (034)312 9188 (Midlands Region Amajuba District)
Mr MC Luthuli: Tel No (031)273 1700 (EThekweni Region: Mayville)