

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF ARTS AND CULTURE**

- APPLICATIONS** : Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs NIS Mbhele
- CLOSING DATE** : 15 December 2017
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

**MANAGEMENT ECHELON**

- POST 49/154** : **DIRECTOR – EXECUTIVE SUPPORT MANAGEMENT REF NO: DAC 05/17**
- SALARY** : All-inclusive package of R948 174. Per annum (Salary level 13)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An undergraduate relevant qualification [NQF7], coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good office administration, planning and organizational skills. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Advanced communication skills (written and verbal). Valid code 8/EB driver's license.
- DUTIES** : Manage Executive support to the HOD. Manage entity and institutional support. Render Executive administration support to the HOD. Manage the execution of compliance in terms of Departmental mandates. Provide support and participation in Cabinet Cluster technical committees. Manage secretariat services at EXCO, SMM and ESMM. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr NP Chonco: Tel. [033] 264 3400

**POST 49/155** : **DIRECTOR – INTERNAL CONTROL & RISK MANAGEMENT REF NO: DAC 06/17**

**SALARY** : All-inclusive package of R948 174. Per annum (Salary level 13)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification [NQF7], coupled with a minimum of eight [8] years relevant experience in the Internal, Control & Risk Management environment, five [5] of which should be at a MMS / SMS level [Director/Deputy Director]. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of standards for the professional practice of Internal Auditing. Knowledge of Internal Control Framework & Enterprise Risk Management Framework, Public Audit Act and Criminal procedures Act. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA and accompanying Treasury Regulations. Knowledge of Labour Relations Act. Computer Literacy (MS Word, Excel, Power Point, etc). Advanced communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES** : Conduct and manage internal investigations to ensure effective systems of internal control. Manage the implementation of audit plans and reports from Auditor-General and other stakeholders. Manage the development and implementation of risk management strategy. Manage the development of fraud and corruption prevention strategy and policies. Co-ordinate, facilitate and participate in the Masisukume Sakhe Flagship projects and other flagship projects in line with customer care vision. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr NP Chonco: Tel. [033] 264 3400

#### **OTHER POSTS**

**POST 49/156** : **DEPUTY DIRECTOR – SUPPLY CHAIN MANGEMENT REF NO: DAC 07/17**

**SALARY** : All-inclusive package of R657 558. Per annum (Salary level 11)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An appropriate three [3] year tertiary qualification majors in Financial Management, coupled with a minimum of three- five [3- 5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director Level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES** : Manage the planning and acquisition of goods and services. Manage contract management services. Monitor, evaluate and report on the procurement of good and services in terms of the procurement plan. Provide advice and guidance in terms of all demand and acquisition management issues to internal and external clients. Develop policies and ensure implementation thereof. Manage all resources allocated within the Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr NP Chonco: Tel. [033] 264 3400

**POST 49/157** : **ASSISTANT DIRECTOR-INTERNAL CONTROL AND RISK MANAGEMENT REF NO: DAC 08/17**

**SALARY** : R334 545. – R404 121. Per annum (Salary level 09)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An appropriate three [3] year tertiary qualification in Commerce/Finance or National Diploma with Accounting and Auditing, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of PFMA and

		accompanying Treasury Regulations. Good understanding of Labour Regulations Act. \ Standards for the Professional Practice of Internal Auditing. COSO principles-Internal Control Framework and Enterprise Risk Management Framework. Good communication skills (written and verbal). Good office administration, planning and organizational skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Conduct audit reviews to ensure effective systems of internal control. Conduct follow-up audits to ensure implementation of Auditor- General and Internal Audit (Treasury). Conduct process risk analysis to ensure effective risk management practices. Implement fraud prevention strategy by conducting fraud investigations. Manage all resources allocated within the Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
<b><u>ENQUIRIES</u></b>	:	Mr NP Chonco [033] 264 3400.
<b><u>POST 49/158</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF. NO.: DAC09/17</u></b>
<b><u>SALARY</u></b>	:	R334 545.-R404 121. Per annum [Salary Level 09]
<b><u>CENTRE</u></b>	:	Pietermaritzburg, Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate National tertiary qualification or equivalent qualification, coupled with a minimum of three [3] years relevant experience two [2] of which should be at a supervisory level. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Good interpersonal relations skills. Knowledge of project management, planning and organizational skills. Knowledge of project management, planning and organizational skills. Willingness to work outside normal working hours Computer Literacy (MS Word, Excel, PowerPoint, etc.). Good communication skills (written and verbal). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Facilitate the provision of executive administrative to the HOD. Provide institutional support to the Department's stakeholders. Provide document management support services. Ensure compliance in terms of mandates. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Mr NP Chonco [033] 264 34600
<b><u>POST 49/159</u></b>	:	<b><u>INFORMATION TECHNOLOGY OFFICER – COMMUNICATION AND IT REF NO: DAC10/17</u></b>
<b><u>SALARY</u></b>	:	R226 611. - R266 943. Per annum (salary level 07)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three [3] year tertiary qualification in IT field, coupled with a minimum of one –two (1-2) years relevant experience. Knowledge of legislation [PFMA, Regulations, Treasury Regulations, Practice notes] Understanding of HR policies and procedure. Auditing procedures including norms and standards].Provisioning procedures and supply chain management. Specific computer software packages. Good communication skills (written and verbal). Good interpersonal relations skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Provide IT technical support to users. Maintain records databases containing information regarding licenses, warranties and service agreements for the organization's technology related inventory. Conduct research on latest development on IT. Provide inputs on development a processes of purchasing and repairs of IT equipment and implementation of IT policies and procedures. Coordinate all IT Procurement.
<b><u>ENQUIRES</u></b>	:	Mr BK Mqadi [033] 341 3600
<b><u>POST 49/160</u></b>	:	<b><u>ADMINISTRATION CLERK: ACQUISITION DIVISION–SUPPLY CHAIN MANAGEMENT REF NO.DAC11/17</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063. (Salary level 5)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant or an intern. Good understanding of the Public Services legislation and prescripts applicable to Government, including

- systems and procedures. Basic knowledge of Basic Accounting System [BAS] and Supply Chain Management principles, objectives and prescripts. Knowledge of procurement processes. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).
- DUTIES** : Maintain and process recalls, returns and payments exceeding limits. Prepare stop payment of salaries and creditor payments. Compile and capture payments and journals on BAS. Reconcile PERSAL and BAS interfaces. Clear bank related suspense accounts and exceptions. Maintain and process petty cash accounts.
- ENQUIRIES** : Mr GB Ngcobo [03 3] 264 3400
- POST 49/161** : **ADMINISTRATION CLERK REF NO DAC12/17**
- SALARY** : R152 862. - R180 063. (Salary level 5)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or an intern. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).
- DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms MMN Mthembu: Tel [033] 2643400
- POST 49/162** : **DRIVER/MESSENGER REF NO DAC13/17**
- SALARY** : R127 851 - R150 606. (Salary level 4)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of two [1] years relevant experience. Numeracy and literacy skills. Willingness to travel overnight trips. Good communication skills (written and verbal). Valid code 08/EB driver's license plus PDP.
- DUTIES** : Perform driving duties in the Office of the Head of the Department. Perform vehicle maintenance checks. Collecting and sending the mail bag to and from the post office. Assist in recording of face value forms and documents for distribution. Distribute mail and documents within and outside the department. Provide driver service within the directorate and attending to ad hoc request. Ensure that the vehicle allocate to the directorate are kept in good conditions.
- ENQUIRIES** : Ms MMN Mthembu: Tel [033] 2643400

#### **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 December 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).

**MANAGEMENT ECHELON**

- POST 49/163** : **DIRECTOR: EPWP (REF. NO. P 49/2017)**
- SALARY** : R948 174 per annum (all Inclusive, flexible remuneration package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in Public Administration/Public Management/Built Environment (NQF Level 7) as recognised by SAQA; plus a minimum of 5 years' experience at a middle/senior managerial level; plus a valid driver's licence (minimum Code B). Knowledge of various administrative policies and procedures. Functioning of National, Provincial and Local Government. Understanding EPWP policies and the various programmes that are currently implemented by the Department in relation to the EPWP, e.g. Vukuzakhe, Zibambele, ARRUP, etc. knowledge of labour intensive technologies and skills development strategies. Knowledge of computer based information systems e.g. (software packages Ms Excel, Ms Word, PowerPoint, Ms Access, etc). Interpretation and complication of management reports. Project Management. Public Service reporting procedures and work environment. Ability to interpret and apply policy. Analytical and innovative thinking skills. Financial management skills. Motivational and negotiations skills technical skills. Proven and well developed interpersonal and communication skills, both written and verbal. The ideal candidate should be approachable, team orientated. Should also be receptive to suggestions and ideas and be innovative thinking.
- DUTIES** : Oversee and manage the functioning of the Expanded Public Works Programme Directorate and exercise control over all functions therein including the development of staff. Develop Expanded Public Works Programme business plans for the Department in consultation with the various Branches and business units therein and interact with the various Branches. Compile progress reports of the Expanded Public Works Programme as per the required frequencies. Conduct and set training for the relevant officials on set technical and operational procedures of the Expanded Public Works Programme and ensure that the Departments receive the necessary training to enable officials to implement the Expanded Public Works Programme successfully. Exercise control over all functions and development of personnel under supervision of the Director in order to determine if the organisational goals are achieved and take corrective action if necessary. Compile and control the budget of the Directorate and manage personnel activities within budgetary constraints.
- ENQUIRIES** : Mr SS Nkosi Tel. No.: 033 – 355 8897
- FOR ATTENTION** : Mr C McDougal
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.