

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** : 09 March 2018
- 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 representatively 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 08/188** : **DIRECTOR – SECURITY SERVICES REF NO: DAC 28/18**
- SALARY** : All-inclusive package of R947 174.00 per annum (Salary level 13) Salary Range: R947 174.00- R1 116 918.00 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate undergraduate qualification [NQF7] in security service or equivalent qualification, 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 negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to criminal Procedures Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : Manage security services and ensure the development and implementation of policies and procedures related to security in the Department. Manage the provision of administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Ensure the provisioning of efficient security system. Render advice and support to the office of the MEC on security related matters. Coordinate security awareness programmes and develop disaster management plans in the Department. 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 08/189** : **DEPUTY DIRECTOR – ASSET MANAGEMENT REF NO: DAC 29/18**
- SALARY** : All-inclusive package of R657 558.00 per annum (Salary level 11) SALARY RANGE: R657 558.00- R774 576.00 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree/ three (3) year relevant tertiary qualification in Supply Chain Management/Financial Management or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/ Assistant Director. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, HardCat, BAS, SCM Framework Act, GAAP and GRAP. Good work ethics, honesty, reliability and team work. Knowledge of project management, research and policy development. Good office administration, planning and organizational skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy [MS Word, Excel, PowerPoint, etc. Valid code 8/EB driver's license.
- DUTIES** : Manage fixed asset register for the Department. Maintain an accurate fixed asset register and monthly reconciliation between BAS and HardCat. Monitor development, implementation and continuous review of policy. Manage asset disposal process. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr GB Ngcobo: Tel. 033 264 3400
- POST 08/** : **DEPUTY DIRECTOR – SECURITY SERVICES REF NO: DAC 30/18**
- SALARY** : All-inclusive package of R657 558.00 per annum (Salary level 11) Salary Range: R657 558.00- R774 576.00 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree/ three (3) year relevant tertiary qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/Assistant 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. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to Criminal Procedure Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : Render and coordinate security services and ensure the development and implementation of policies and procedures related to security in the Department. Render administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Advise on the provisioning of efficient security system. Render advice and support to the management on security related matters. Drive security awareness programmes and develop disaster management plans in the Department. Manage all resources allocated to the office. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr JM Mtshali: Tel. 033 264 3400
- POST 08/190** : **DEPUTY DIRECTOR – UMZINYATHI DISTRICT REF NO: DAC 31/18**
- SALARY** : All-inclusive package of R779 295.00 per annum (Salary level 12) Salary Range: R779 295.00- R917 970.00 per annum
- CENTRE** : Western Regional Office, Ladysmith
- REQUIREMENTS** : An appropriate Bachelor's Degree/ three [3] year tertiary qualification in public administration/ management or related field, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/ Assistant Director and a proven track record experience in Arts and Culture. 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 implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the district. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
- ENQUIRIES** : Dr BE Mpungose: Tel. 033 264 3400

DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

MANAGEMENT ECHELON

- POST 08/191** : **MEDICAL SPECIALIST - (GRADE 1, 2, 3) X 2 POSTS REFERENCE NUMBER: GS 3/18**
Component – Obstetrics and Gynaecology
- SALARY** : Grade 1 – R991 857.00 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology
Grade 2 – R1134 069.00 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
Grade 3- R1316 136.00 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynecologist Knowledge, Skills, Training and Competency Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology Posses knowledge and skills in managing patients with pelvic floor problems. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics
- DUTIES** : Key Performance Areas: Participate in the delivery of 24-hour in and out- patient Obstets and Gynae service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the delivery, supervision and support of Obstets and Gynae services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills
- ENQUIRIES FOR ATTENTION APPLICATIONS** : Dr T.D Naidoo : Tel No : 033 8973292
: Mrs. M. Chandulal
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 3/18. Please note due to large

numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed if you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE

: 9 March 2018

OTHER POSTS

POST 08/192

: **MEDICAL OFFICER GRADE 1, 2 OR 3 (1 POST) REF NO: SAP 01/2018**

SALARY

: All-inclusive packages
Grade 1 – R736 425.00 - R793 341.00
Grade 2 – R842 028.00 - R920 703.00
Grade 3 – R977 199.00 - R1 221 723.00 Other Benefits: Rural Allowance. Commuted Overtime (subject to prior approval)

CENTRE REQUIREMENTS

: St Apollinaris Hospital
Grade 1: Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections.
Grade 2: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections.. Certificate of service endorsed by Human Resources.
Grade 3: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Skills: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.

DUTIES

: Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.

ENQUIRIES FOR ATTENTION

: For the Above Post Should Be Directed To: Dr Ne Manci @ (039) 833 8000/8002
Human Resources Section, Hand delivered applications maybe submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

APPLICATION

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

NOTE

: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People

with disabilities should feel free to apply" The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 09 March 2018

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 : 09 March 2018

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).

OTHER POSTS

POST 08/193 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT) (REF. NO. P 12/2018)**

SALARY : R657 558 per annum (all-inclusive remuneration package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate recognized Bachelor's Degree / National Diploma in Public Administration (NQF level 6); plus A minimum of 3 years' junior management experience in Public Transport; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Public Service Regulations. Knowledge of Service Delivery Framework. Knowledge of Project Management Principles. Knowledge of Skills Development Act. Knowledge of Higher Education and Training Act and Further Education and Training Act. Knowledge of National Skills Development Strategy. Knowledge of National and Provincial Practice Notes. Knowledge of National Development Plan. Knowledge of Labour Relations Act. Knowledge of Provincial Growth and Development Plan. Knowledge of Occupational Health and Safety Act. Knowledge of Intergovernmental Matters. Knowledge of Promotion of Equity and Prevention of Unfair Discrimination. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Strategic planning and organizational skills. Report writing, analytical and computer skills. Problem solving,

decision making and risk management skills. Driving and communication (written and verbal) skills. People management and leadership skills. Ability to work under pressure. Time management, language and listening skills. Presentation and interpersonal relations skills. The ideal candidate should be proactive, have commitment, honesty and integrity. He / she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional.

DUTIES : Provide support with the preparation and consolidation of the branch business plans, operational plan, procurement plan, etc. Administer general personnel and financial administration matters of the branch. Administer, prepare and control the budget of the branch. Manage stakeholders and the office of the Deputy Director-General. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

ENQUIRIES FOR ATTENTION NOTE : Ms F Sithole 033 – 355 8870
: 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 test.

POST 08/194 : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT POLICY (PUBLIC & FREIGHT TRANSPORT) (REF. NO. P 13/2018)**

SALARY CENTRE REQUIREMENTS : R417 552 per annum
: Head Office, Pietermaritzburg
: An appropriate recognised Bachelor's Degree / National Diploma in Policy Studies or Public Management or Transportation and Logistics (NQF Level 6); plus A minimum of 3 years' experience in the public transport policy environment of which one year should be at supervisory level; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Service Delivery Framework. Knowledge of Project Management Principles. Knowledge of Skills Development Act. Knowledge of Higher Education and Training Act. Knowledge of Further Education and Training Act. Knowledge of National Skills Development Strategy. Knowledge of National and Provincial Practice Notes. Knowledge of National Development Plan. Knowledge of Labour Relations Act. Knowledge of Provincial Growth and Development Plan. Knowledge of Occupational Health and Safety Act. Knowledge of Intergovernmental Matters. Knowledge of Promotion of Equity and Prevention of unfair Discrimination. Knowledge of Legislation Mandates. Knowledge of Management Information Systems. Strategic planning skills. Organizing skills. Report writing skills. Analytical skills. Computer skills. Problem solving skills. Decision making skills. Risk Management skills. Driving skills. Communication skills. People Management skills. Leadership skills. Ability to work under pressure. Time management. Language skills. Listening skills. Presentation skills. Interpersonal relations skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, maintain confidentiality, and be proactive. He/she should also be someone who is honest, has integrity, reliability, patience, commitment, professionalism, perseverance and is punctual.

DUTIES : Provide input on the development of public and freight transportation policies, strategies and frameworks in line with national and provincial transport legislation. Provide input on the development of non-motorised transport policies, strategies and infrastructural development. Co-ordinate the development of empowerment strategies and policies on public transport services. Supervise staff.

ENQUIRIES FOR ATTENTION NOTE : Mr M Mnomiya Tel. No.: 033 – 355 8691
: Ms HS Masango
: 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 test.