

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

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

- APPLICATIONS** : Applications must be posted to: The Director-General, Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201.
- FOR THE ATTENTION** : Ms M.J. Khumalo, Tel. (033) 328 1777.
- CLOSING DATE** : 23 March 2018
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, candidates will be required to attend a generic managerial competency assessment as prescribed by the DPSSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the MEC responsible for Health in KwaZulu-Natal within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations. Directions to Applicants: Applications must be submitted on the prescribed Z83 application form, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications (not copies of certified copies), RSA ID document and valid driver's licence as well as proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late, faxed or e-mailed applications will be accepted. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The Department of Health reserves the right not to make an appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. The Department of Health is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Candidates whose appointment will promote representivity will be given preference
- ERRATUM:** kindly note that the post of Assistant Manager Nursing (PHC) Ref No: STC02/2018 for St Chads CHC published in vacancy circular 09 dated 02 March 2018 has been withdrawn.

**MANAGEMENT ECHELON**

- POST 11/90** : **HEAD OF DEPARTMENT: KZN DEPARTMENT OF HEALTH**  
Please note that this is a re-advertisement and applicants who previously applied need not re-apply
- SALARY** : Inclusive remuneration package: R1 782 687 per annum plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs.
- CENTRE** : Head Office - Pietermaritzburg.
- REQUIREMENTS** : A relevant undergraduate qualification (NQF Level 7) and a relevant postgraduate qualification (NQF Level 8) in any of the Health related fields and/or Management as recognised by SAQA. 8-10 years senior management experience in the health sector or health related field, 3 of which must have been with an organ of state as defined by the Constitution. A valid, unendorsed Code EB driver's licence. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and

experience in providing strategic leadership and direction in the sector. Ability to provide technical advice on health service delivery to the executive level of government. Knowledge and understanding of the following: International, National and Provincial health service delivery imperatives and trends. The role of health services within the Province and South Africa. Developmental agenda of the Provincial Government. Development of relevant policies and strategies. Administration of policy. Health legislation and the mandate of the Department/Province. PFMA and Treasury Regulations. Strong leadership ability in strengthening inter-sectoral collaboration to support the realisation of provincial priorities and ensure the determinants of health are adequately addressed. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority. Ensure integrated risk management and the implementation of Minimum Information Security Standards.

**DUTIES**

: To support the MEC for Health on all matters pertaining to health in the Province. Provide strategic leadership to the Department. Improve health outcomes in line with goals, strategies and objectives. Strengthen management of strategic health programmes. Establish and manage strategic partnerships with relevant stakeholders. Improve access to health care through an effective and efficient Emergency Medical Service. Improve the quality of health services through access to regional, specialised, tertiary and central health care services. Ensure appropriate physical infrastructure for the provision of quality health service delivery. Provide advice to the MEC for Health on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote regional integration and the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both rural and urban communities in the Province and with other national and international partners within the Health Sector. Facilitate effective community participation in governance, lifestyle, preventative, rehabilitative and curative care programmes in the Province. Ensure appropriate processes, structures and policies in relation to the mandate of the Department. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Establish and maintain well-functioning corporate communication, management and health information systems to adequately support research, planning, monitoring and evaluation processes at various levels. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of health services in line with the vision and mission of the Department.

**ENQUIRIES**

: Dr Nonhlanhla O. Mkhize, Director-General, Tel. 033 341 3383.

**OTHER POSTS**

**POST 11/91**

: **MEDICAL OFFICER REF NO: MO O&G/1/2018 (4 POSTS)**  
Department: Obstetrics and Gynaecology

**SALARY**

: **Grade 1:** Medical Officer – R736 4254 per annum (All inclusive Salary Package) excluding Commuted Overtime. Experience: No experience required. The appointment to grade 1 requires 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: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) 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: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) 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

- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma in Obstetrics or clinical experience in O+G will be an advantage. Knowledge, skills, training and competencies required Sound Knowledge of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Willingness to rotate in all sub-disciplines in O+G. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.
- DUTIES** : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.
- ENQUIRIES APPLICATIONS** : Prof. M Sebitloane Tel No: 031-2604390  
: 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
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 06 April 2018
- POST 11/92** : **OPERATIONAL MANAGER NURSING – GENERAL STREAM. REF NO: NDH 07/2018**  
Cluster: Nursing Department
- SALARY** : R394 665. – R457 527. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital – Siphuthando Stepdown Facility: Pietermaritzburg  
: Senior certificate/matric, Degree / Diploma in General Nursing and Midwifery, Registration Certificate with South Africa Nursing Council as a Professional Nurse and midwife. Current Registration with SANC as general nurse. A minimum of 07 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and Midwife, with the SANC, NB:

Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management Recommendation - Computer Literacy. Three (3) years of the period referred to above, must be appropriate / recognizable experience as a supervisor. Valid code EB driver's license. Knowledge, skills, training and competencies required: Financial Management. Leadership, organizational, decision making and problem solving. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct. Human resources Management and labour relations act. Good communication skills

**DUTIES**

: Key performance areas: - To ensure smooth-running of, qualitative service delivery by the departments/ward, according to state legislature, ethics and key result / performance activities/areas. To ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner that is compliant to professional and ethical practice by the above mentioned units/departments. Manage and monitor proper utilization of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Develop and monitor implementation of EPMDS. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plans and evaluation thereof. Maintain constructive working relationship with nursing and other stake holders i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the implementation of DOH initiative's e.g. National Core Standards. Ensure accurate timeous collection and analysis of data for planning and improving service delivery. Demonstrate basic computer literacy as a tool to enhance service delivery. Compile and submit reports timeously. Monitor performance of contractors and report to Mother institution.

**ENQUIRIES**

: Mrs J Webster Tel No: 033 387 9010

**APPLICATIONS**

: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

**FOR ATTENTION**

: Mrs. J Webster

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African male.

**CLOSING DATE**

: 29 March 2018

<b><u>POST 11/93</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALITY NURSING STREAM REF NO.: PN (SPEC NURS) /1/2018 (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	<p><b>Professional Nurse Grade 1:</b> R340 431 per annum. Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required</p> <p><b>Professional Nurse Grade 2:</b> R418 701 per annum. Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Other benefits: 13<sup>th</sup> cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional:</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Inkosi Albert Luthuli Central Hospital</p> <p>Degree Diploma in General Nursing + Diploma in Midwifery and 1 year post basic qualification in the relevant speciality. Critical Care X2, DOTT x 1, Midwifery and Neonatology x1. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Knowledge, skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care</p>
<b><u>DUTIES</u></b>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs NO Mkhize (031) 240 1063
	:	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.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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.
<b><u>CLOSING DATE</u></b>	:	06 April 2018

<b><u>POST 11/94</u></b>	:	<p><b><u>CLINICAL TECHNOLOGIST REF NO: CLINICAL TECHNOLOGIST/1/2018 (CARDIOLOGY X1 POST)</u></b></p> <p>Department: Cardiology</p>
<b><u>SALARY</u></b>	:	<p><b>GRADE 1:</b> R281 148 per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements. Experience: None after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa</p> <p><b>GRADE 2:</b> R331 179 per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements Experience: Minimum of 10 years relevant experience after registration with The Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa</p> <p><b>GRADE 3:</b> R390 123per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements Experience: Minimum 20 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Inkosi Albert Luthuli Central Hospital</p> <p>National Diploma in Clinical Technology. Current registration with the Health Professions Council of South Africa as a Clinical Technologist. Experience in echocardiography would be added advantage. Knowledge, skills, training and competencies: Sound knowledge of Echocardiographic procedures and ultrasound equipment will be an advantage. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills. Computer literacy</p>
<b><u>DUTIES</u></b>	:	<p>Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of service including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties as per schedule.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Prof D.P.Naidoo, Tel No: 031 2402207</p> <p>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.</p>
<b><u>NOTE</u></b>	:	<p>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a>. 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</p>

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.

- CLOSING DATE** : 06 April 2018
- POST 11/95** : **PROFESSIONAL NURSE: GENERAL NURSING STREAM REF NO: PN (GEN NUR)/1/2018 (4 POSTS)**
- SALARY** : **Professional Nurse Grade 1:** R226 083 per annum. Experience: No experience required  
**Professional Nurse Grade 2:** R278 052 per annum. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required.  
**Professional Nurse Grade 3:** R340 431 per annum. Experience: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required. Other benefits: 13<sup>th</sup> cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
Degree / Diploma in General Nursing. Current registration with SANC as General Nurse. Knowledge, Skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff will be exercised according to patient's needs. Act as shift leader in Unit (when necessary)
- ENQUIRIES APPLICATIONS** : Mrs NO Mkhize (031) 240 1063  
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.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 06 April 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 X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 03 April 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).

### MANAGEMENT ECHELON

- POST 11/96** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF. NO. P 14/2018)**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are required to re-apply.
- SALARY** : R948 174 per annum (all Inclusive, flexible remuneration package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in Finance / SCM / Legal / Policy (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and



organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.

**DUTIES**

: Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Departmental SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

: Mr W Evans: 033 – 355 8008  
: Mr C McDougall  
: It is the intention of this Department to consider equity targets when filling this position.