

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

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

- APPLICATIONS** : all applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION** : Mr NC Mbatha
- CLOSING DATE** : 03 August 2018
- 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. 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 that of the advertised post are free to apply.

**MANAGEMENT ECHELON**

- POST 29/62** : **CHIEF EXECUTIVE OFFICER: KING EDWARD VIII CENTRAL HOSPITAL:  
DURBAN REF NO: G42/2018**  
Cluster: Hospital Management Services
- SALARY** : An all Inclusive SMS Salary Package of Salary Level 15: R1 370 973 – R1 455 114 per annum
- CENTRE** : King Edward VIII Central Hospital: Durban
- REQUIREMENTS** : MBCHB/BCHD qualification and registration with the relevant professional body; a post graduate Masters in Public Health and /or Management and a minimum of 10 years management experience in the health sector at least at senior management level. Recommendations: Strong behavioral attributes with the ability and stature to manage KPAs of highly qualified health specialist, Demonstrate an excellent knowledge of the public health sector. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : To plan, direct, co-ordinate and manage the efficient, cost effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic

plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES** :

DR M Gumede Tel No: 033- 395 3176

#### **OTHER POSTS**

**POST 29/63** :

**HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (ENDOCRINOLOGY) REF NO: GS 33/18**

Component: Internal Medicine

**SALARY** :

R1 643 352 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 annually.

**CENTRE** :

Greys Hospital Pietermaritzburg

**REQUIREMENTS** :

MBCHB or equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine, Plus Current registration with the Health Professions Council of South Africa as an Endocrinologist, Plus MMED OR MMED (Sci) PLUS Three years experience as Medical Specialist in a normal speciality or in a recognized sub-speciality. Recommendation: Certificate in Endocrinology (SA) or equivalent qualification (if not trained in South Africa) Experience in managing a Endocrinology unit. Knowledge, Skills, and Experience: Sound clinical Endocrinology, internal medicine and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience. Incumbent to be based at Greys Hospital but with Clinical Responsibilities:

**DUTIES** :

Participation in tertiary Endocrinology services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Clinical responsibility will be in the discipline of Endocrinology but the incumbent can expect to assist with General Medicine (based on departmental operational need). Performance of procedures in the field of Endocrinology. Participation in the after hours service of Greys Internal Medicine and the Endocrinology service (subject to operational need and annual renewal contract). Management Responsibilities: Development and support of Specialist Endocrinology Services in the tertiary drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Endocrinology Unit. This includes liaison with the other supporting and clinical departments (eg. NHLS, Surgery, O&G, Intensive Care). Participate in the management of infrastructure, equipment and consumables in the Endocrinology Unit. Participation in and support of hospital administrative and quality control

activities in the PMB Departments of Endocrinology and Internal Medicine. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and the Head of Endocrinology in the University of KwaZulu Natal. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the tertiary drainage area. Training and Research Responsibilities. Participation and support of staff training and development in specialist Endocrinology services in the PMB Metro and in the tertiary drainage area, including subspecialty Endocrinology training under the auspices of the Department of Endocrinology at UKZN Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Endocrinology and Internal Medicine. Participation in and support of clinical research activities in the PMB Departments of Endocrinology and Internal Medicine.

- ENQUIRIES** : DR K. Rasmussen Tel No: 033 8973289
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; 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 37/18. 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** : 03 August 2018
- POST 29/64** : **HEAD CLINICAL UNIT (PAEDIATRIC MEDICAL) REF NO:**  
**HCUNEONATE/1/2018**  
Department: Neonatology
- SALARY** : R1 643 352 per annum. An all-inclusive flexible remuneration package (excluding Commuted Overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MB; ChB; Current registration with the HPCSA as a Specialist in Paediatrics. The incumbent must have current HPCSA registration as a Subspecialist in Neonatology. A minimum of 3 years' experience in the Paediatric Subspecialty of Neonatology. Advantage: Experience in managing a Neonatal Unit in the public service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Neonatology. Appropriate specialist assessment, diagnosis and management of patients; Familiarity with procedures and management protocols; Good communication, supervisory skills and working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. A working knowledge of human resource management, information management, quality assurance programs, health and public service legislation, medical ethics and financial management. Behavioral attributes: Stress tolerance. Ability to work within a team that includes nurses, counsellors and lay educators. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is to manage the Neonatal Unit at IALCH. Clinical responsibilities: The incumbent has to maintain Neonatal services at the expected Tertiary and Quaternary level for a Central hospital. Participation in the Neonatal service delivery planning for the EThekweni district and the Province. Participation in the Outreach programme. The incumbent is expected to perform after hour's calls and relief duties and be part of multi-disciplinary team when necessary. Management responsibilities. Oversight and management of the Unit and Unit

		staff. Participation in management of infra-structure, equipment and consumables in the Unit. Participation in hospital administration, clinical governance and quality improvement programs. Liaison with the Neonatal units in the Province. Teaching and Research. The duties will include training of registrars, undergraduate and postgraduate students. Participation in and support of clinical research activities.
<b><u>ENQUIRIES</u></b>	:	Dr R Thejpal (Clinical HOD Paediatric Medical IALCH) Tel No: (031) 2401536
<b><u>APPLICATIONS</u></b>	:	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>	:	03 August 2018
<b><u>POST 29/65</u></b>	:	<b><u>MEDICAL SPECIALIST – NEONATOLOGY REF NO: MEDSPECPAEDNEONAT/1/2018</u></b> (This is a 2 year sub-specialty training post)
<b><u>SALARY</u></b>	:	Grade1: R1 051 368 per annum excl commuted overtime. Grade 2: R1 202 112 per annum (All-inclusive salary packages) excluding commuted overtime <b>Grade 3:</b> R1 395 105 per annum excl Commuted overtime
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Current registrations with Health Professions Council of South Africa as Specialist Pediatrician. Additional experience in Level 2/3 neonatal nursery will be an advantage. <b>Grade 1:</b> This appointment requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Pediatrician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa Experience is not applicable. <b>Grade 2:</b> Experience: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Speciality (Pediatrician). <b>Grade 3:</b> Experience: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Speciality (Pediatrician). Skills, Knowledge, Training and Competence Required: Knowledge and skills as required for registration as a Paediatric specialist. Candidates without the Subspecialty are obliged to undertake subspecialty training in Neonatology as personal professional development.
<b><u>DUTIES</u></b>	:	Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Conduct self-directed study to acquire knowledge and skills to satisfy requirements to register as a sub-specialist (Neonatology). Maintain statistics of patient care and participate in departmental audit programmes to assist with resource allocation; provide administrative assistance to the Head of Unit. Assist with staff development, evaluation, and progress reporting. Supervise Paediatric registrars in undertaking patient management. Participate in undergraduate teaching in the Department of

		Paediatrics, Nelson R Mandela School of Medicine. Participate in clinical research. Undertake rostered after-hours duties.
<b><u>ENQUIRIES</u></b>	:	Dr R Thejpal (Clinical HOD Paediatric Medical IALCH) Tel No: (031) 2401536
<b><u>APPLICATIONS</u></b>	:	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 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.
<b><u>CLOSING DATE</u></b>	:	03 August 2018
<b><u>POST 29/66</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 31/2018 (X1 POST)</u></b> Directorate: Trauma Medical and Surgical (Medical Emergency)
<b><u>SALARY</u></b>	:	Gr 1: R362 559 – R420 318 per annum Gr 2: R445 917 – R548 436 per annum Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Edward VIII Hospital Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. <b>Gr. 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Speciality. <b>Gr.2:</b> A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.
<b><u>DUTIES</u></b>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMSD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift,

to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

- ENQUIRIES** : Mr. B.B. Khoza Tel No: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- 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. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.
- CLOSING DATE** : 03 August 2018
- POST 29/67** : **DIETICIAN GRADE 1 REF NO: HRM 33/2018 (X1 POST)**  
Directorate: Dietetics
- SALARY** : GR 1: R300 828 – R342 357 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, current registration with the HPCSA as a Dietician (2018//2019) PLUS registration certificate as a Dietician with HPCSA. Experience: None. Recommendation: 2 years experience as a Dietician in a clinical setting. Knowledge, Skills, Training and Competencies Required: Sound knowledge of dietician principles including nutritional assessment and analysis, Sound knowledge of general clinical nutritional management, Excellent counselling skills, Good verbal and written communication skills, Good interpersonal and team building skills, Ability to work under pressure and independently, Time management skills, basic computer literacy in MS Word and Excel.
- DUTIES** : To provide nutritional counselling support to both in and out-patients requiring dietetic intervention, to monitor, evaluate and follow up all patients receiving nutritional intervention, to liaise with other staff members regarding the nutritional care of patients, to assist with training of staff in nutrition related issues, to assist with basic management departmental functions, including report writing and collation of daily basic and monthly statistics, to contribute towards quality improvement with the dietetics department, to make recommendations with regard to policies/procedures for the active functioning of dietetic department.
- ENQUIRIES** : Dr. S.A. Moodley Tel No: 031 360 3854

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 10 August 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** : 03 August 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), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. 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 due to the volume of applications and should you not receive 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 POST**

- POST 29/68** : **CHIEF PROVINCIAL INSPECTOR: REF NO: P 24/2018**  
 Kindly note that this is a re- advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R444 693 per annum  
**CENTRE** : RTI, Nongoma  
**REQUIREMENTS** : A relevant tertiary qualification (3-year Diploma/Degree in a Management or law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licenses (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.
- DUTIES** : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective



action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

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

- : Mr VK Chetty Tel No: 033-355 8880/8071
- : Ms. AA Mhlongo
- : It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based test. The Successful candidate will be required to enter into a Performance Agreement.