

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

(This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the institution and People with disabilities are encouraged to apply for the post/s).

OTHER POSTS

- POST 34/56** : **ASSISTANT MANAGER: MEDICAL PHYSICIS REF NO: GS 47/18 (X1 POST)**
Component – Radiation Oncology Department
- SALARY** : Grade 1: R878 181 per annum (all inclusive package) All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Greys Hospital Pietermaritzburg
- REQUIREMENTS** : A minimum of 3 year's appropriate experience after registration with PCSA as Medical Physicist. Senior certificate / Grade 12. Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist (Ionising Radiation). Current annual registration with Health Professions Council of South Africa as a Medical Physicist (Ionising Radiation) (2018/2019). Recommendations: Experience at the Hospital that performs specialized 3D Brachytherapy, 3DCRT and IMRT. Physical ability to handle quality assurance equipment. Ability to work full 40 hours a week and work overtime when requested. Knowledge, Skills, Training and Competency Required: Excellent management, administration, communication and interpersonal skills. Sound knowledge of Radiotherapy dosimetry equipment, treatment planning and planning principles. Knowledge of radiotherapy treatment equipment, diagnostic equipment and mould room equipment. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Knowledge of Radiation Control and Safety Regulation. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills. Ability to plan and organise the limited resources. Radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems. Competency in performance of quality control procedures in Radiotherapy.
- DUTIES** : Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support in Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Participation in training and education of Radiation Science to registrars and other professionals within the department. Conducting research and development work in new technologies and techniques. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Provide Medical Physics limited support to Diagnostic Radiology. Participate in the departmental/ interdepartmental committees, e.g QAC, planning meetings and Hospital's Radiation Health and safety committee. To maintain moral and ethics at all costs. To ensure that Batho-Pele principles are upheld. Undertake leadership and administrative duties related to the management of the division. Perform Employee Performance Management Development Assessments for junior medical physicist.
- ENQUIRIES** : MR N Mdletshe Tel No: (033) 897- 3222/ 3450
- 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; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants.

The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 47/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 07 September 2018
- POST 34/57** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 41/2018 (X1 POST)**
Directorate: Dept of Medicine
- SALARY** : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
GR 2: R892 551 – R975 945 (All inclusive package)
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development.
- DUTIES** : Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain, knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).
- 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. 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 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. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 07 September 2018
- POST 34/58** : **MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: PHO 05/2018**
- SALARY** : Grade 1: R780 612 per annum (all inclusive salary package)
Grade 2: R892 551 per annum (all inclusive salary package)
Grade 3: R1 035 831 per annum (all inclusive salary package)
- CENTRE** : Pholela CHC
- REQUIREMENTS** : Senior certificate/ matric or equivalent. MBCHB degree or equivalent qualification PLUS. Proof of current registration with HPCSA as a Medical Practitioner. Certificate of service from current/ previous employers stamped by HR must be attached **Grade 1:** no experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom is not required to perform Community Service, a required in South Africa. **Grade 2:** 5 years experience after registration with HPCSA as a Medical Practitioner. Foreign candidates required 6 years relevant experience after registration as a Medical Practitioner with the recognized foreign health professional council, of whom is not required to perform Community Service, a required in South Africa. **Grade 3:** 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom is not required to perform Community Service, as required South Africa. Knowledge, Sound knowledge of clinical and surgical skills necessary at a CHC level. Skills in male medical circumcision, management of trauma, emergency management of mental Health Care users before referral, management of sexual assault/rape survivors and PEP policies/protocols. Knowledge of skills in internal medicine, paediatrics, gynaecology, obstetric, national Tb and ARV programs including PMTCT. Management of HIV/AIDS, sexually transmitted infections, TB (tuberculosis) and HCT programme. Good communication, interpersonal and leadership skills. Computer literacy. Knowledge and understanding of Batho Pele principles, patient's Right Charter, Priority National programmes, Medical/medico-legal and ethics principles and all applicable legislations.
- DUTIES** : Interview, examine, investigate, diagnose oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetric and gynaecological emergencies, HIV and TB patients, sick children, antenatal, intra-partum and postnatal patients, mental health care users. Provision of good quality, patient-centred and community-orientated care for all patients. Promote and ensure good continuity of care. Work as a consulting Doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals. Participation in multidisciplinary teams and joint programme with all stakeholders including NGO'S, other governmental departments. Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme. Diagnosing and facilitating patient's referrals to higher levels of care, in the line with established referral path ways. Participation in commuted overtime duties. Instill confidence in public service and also the medical profession through exemplary behavior. Support PHC clinics linked to the CHC that refer to the CHC. Provide medical support to the PHC clinical (all categories). Participation in patient satisfaction surveys and reducing waiting times. Maintain and continuously

improve professional and ethical standards. Handle disability grant processing. Provide preventive health interventions and measures to promote health. Perform duties as delegated by the supervisor / Centre Manager. Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.

**ENQUIRIES
APPLICATIONS**

: Dr. NMT Gumede Tel No: 039 832 9491
: Direct your application quoting the relevant reference number to: The Human resources officer, Pholela CHC, Private Bag X502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date 16:00.

**FOR ATTENTION
NOTE**

: Human Resources section
: 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 final constraints, there will be no payment of S&T claims.

CLOSING DATE

: 14 September 2018

POST 34/59

: **MEDICAL OFFICER GRADE 1-3: REF NO: MO 14/2018 (X1 POST)**

SALARY

: Grade 1: R780 612 - R840 942 per annum all-inclusive package
Grade 2: R892 551 - R975 945 per annum all-inclusive package
Grade 3: R1 035 831 - R1 295 025 per annum all-inclusive package
Other Benefits: 18% rural allowance, commuted overtime

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: MBChB Degree. Current registration with HPCSA as a medical practitioner. **Grade 1:** Experience: Nil experience. **Grade 2:** Experience: Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa (Certificate of service must be attached). **Grade 3:** Experience: Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa (Certificate of service must be attached). 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. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and appropriate clinical/surgical skills basic to District Level Hospital. Good interpersonal communication skills and quality leadership skills. Teaching and training of junior staff. Ability to work effectively in a multidisciplinary team. Knowledge of all applicable legislation.

DUTIES

: Clinical and administrative duties. Assist with formulation and Implementation of clinical protocols to ensure correct and effective management of patients. Actively participate in monthly morbidity and mortality reviews. Examination, diagnosis and treatment of patients in OPD/Casualty, wards and clinics. Diagnosing and facilitating patients' referrals to higher level of care. Perform certain emergency procedures (caesarean sections, evac's, ICD insertion, etc.) and administer

anaesthesia. Actively participate in staff training and CME. Perform overtime duties.

ENQUIRIES : Medical Manager DR MS Buthelezi Tel No: 035-4734500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

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 must be 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 clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education 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 shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 07 September 2018

POST 34/60 : **CHIEF RADIOGRAPHER (RADIATION ONCOLOGY) REF NO: GS 44/18 (X2 POSTS)**
Component – Radiation Oncology Department

SALARY : Grade 1: R440 982 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional), Home owner Allowance, Employee must meet prescribed requirements.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior certificate / Grade 12. National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as Independent Practice Therapy. A minimum of three years (3) appropriate experience in the relevant profession after registration with the HPCSA. Knowledge, Skills and Experience: Sound knowledge of radiotherapy treatment planning and treatment delivery procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols. Supervisory and training skills.

DUTIES : Supervise and undertake all areas of basic and advanced radiation treatment planning. Supervise and accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care quality and standards for the division. Undertake administrative duties related to the management of the division. Provide holistic physical and psychological support for patient and family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapists and students. Perform Employee Performance Management Development Assessments for junior professional and support staff.

ENQUIRIES : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs. M. Chandulal
: 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; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 44/18. 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 : 07 September 2018

POST 34/61 : **RADIATION ONCOLOGY RADIOGRAPHERS (GR 1, 2, 3) REF NO: GS 45/18 (X3 POSTS)**
Component – Radiation Oncology Department

SALARY : Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
Other Benefits: 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
: Senior certificate / Grade 12. National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer. **Grade 1:** 4 years appropriate experience after registration with HPCSA. **Grade 2:** 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed Titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Speciality). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning. Sound Knowledge of treatment delivery principles and procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols.

DUTIES : Undertake all areas of basic and advanced radiation treatment planning. Accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patient and their family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapy students allocated to work with you in your respective division.

ENQUIRIES APPLICATIONS : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415
: 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; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 45/18. 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 : 07 September 2018

POST 34/62 : **HUMAN RESOURCE MANAGER: POMEROY CHC: REF NO: POM03/2018**

SALARY : R356 289 - R419 679 per annum. Other Benefits: 13th cheque; Medical aid: Optional; Homeowner's allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC

REQUIREMENTS : Standard 10/Grade 12. A Bachelor Degree/Diploma in Human Resource Management/Public Management/Public Administration/Business Administration/Health Service Management PLUS A minimum of 5 years in Human Resource Management environment of which three (03) years should be supervisory experience; Pearsal Certificates; Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook; Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge, Skills Training and Competence Required: Broad knowledge and interpretation of Human Resource circulars, policies and procedures. Knowledge of public service legislative prescripts particularly Human Resource Prescripts. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Determination to strive for excellence.

DUTIES : Manage Human Resource Practices, Staff Relations, HRD and Employee Health and wellness in a manner that the Community health centre will deliver sustainable, integrated and coordinated service. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of Health. Manage day to day functioning of the Human Resource components in the CHC in order to ensure that high quality of service is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. Ensure compilation of workplace skills plan. Manage day to day functioning of HRD section in the CHC to ensure that high quality of training is being provided. Ensure proper implementation of EPMDs within CHC. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the CHC in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the Community Health Centre and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs toward realisation of ideal clinic concept and National Core Standards.

ENQUIRIES : Dr. SLM Madela Tel No: 034 662 3323/00

APPLICATIONS : All application should be forwarded to: The Human Resource Management Pomeroy CHC private Bag X529 Pomeroy 3020 OR hand delivery, Pomeroy CHC, Shepstone Road, Pomeroy 3020

FOR ATTENTION : Ms. MP Zulu

- 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 license (not copies of previously certified copies). The Reference number must be indicated in the column (part A) provided thereof on the Z83 form. Failure to comply with the above instruction 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, and 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, the must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification 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. Please note that to financial constraints, there will be no payment of S&T due. Preference for the post: African male.
- CLOSING DATE** : 07 September 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** : 07 September 2018 (at 16h00). Applications received after the closing date & time will not be considered.
- 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 this post(s).

MANAGEMENT ECHELON

- POST 34/63** : **CHIEF DIRECTOR: ROAD SAFETY & TRAFFIC MANAGEMENT (REF NO: P 29/2018)**
 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** : R1 189 338 per annum (all Inclusive, flexible remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Policing / Police Science / Law / Traffic Management / Transportation / Road Traffic Safety (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge Public Service Regulations, Acts, Policies and procedures. Knowledge of PFMA, Treasury Regulations and Practice Notes. Knowledge of Departmental Strategic plan and goals. Knowledge of Project management. Knowledge of Financial management. Understanding of Departmental Strategies and related Operational Plans. Computer literacy. Knowledge of Transformation and Empowerment legislation. Knowledge of Delegation of Authority. Knowledge of Road Safety policies and procedures. Knowledge of Road Traffic Act and other relevant legislation. Knowledge of Motor Transport Services and policies and procedures. Interpretation and application of policy skills. Research, policy formulation and managerial skills. Ability to develop training materials. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building skills. Excellent communication skills (verbal, written and networking). Project management skills. Presentation and facilitation skills. Motivation skills. Negotiation skills. The ideal candidate should be honest and have integrity. He/ she should be an innovative thinker, be receptive to ideas and suggestions, be reliable, creative/innovative and accurate. He/ she should also be open, transparent, a team leader and a total quality controller.
- DUTIES** : Manage the provision of comprehensive and effective road safety services. Facilitate Road Traffic Management. Manage public transport enforcement and compliance services. Facilitate and administer the effective functioning of motor transport services. Ensure the affective utilization of resources, human resources, finance and equipment.
- ENQUIRIES** : Ms F Sithole Tel No: 033 – 355 8870
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.