

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION**

The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200
- CLOSING DATE** : 18 February 2022
- NOTE** : Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications Preference will be given to persons from designated groups including persons with disabilities. The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. Applicants should thereof have a proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-certificate> obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

- POST 04/226** : **DIRECTOR: INTERNAL CONTROL AND RISK MANAGEMENT REF NO: DOE/01/2022**
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Bachelor's degree in Auditing /Accounting with Internal Auditing coupled with five years in Auditing/Internal Auditing /Risk Management or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience in Internal Auditing at middle management.Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of

Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and PowerPoint). Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills financial management and risk management.

- DUTIES** :
- Provide internal financial control services, including inspections as required.
 - Provide risk management services. Provide anti-fraud and ethics management.
 - Provide computer auditing services. Organise all activities in such a way that all organisational goals are achieved in the most effective manner including redirecting of resources, if necessary. Determine all types of policy in the organization within his/her power of authority .Liaise with other institutions and individuals and execute commitments with regard to public appearance. Execute advisory committees. Formulate strategic policies which will enable the Department to successfully fulfil role in delivering a service to the community /clients. Determine the most effective work procedure and methods to achieve organizational goals. Compile budget and manage personnel activities responsible for within budgetary constraints. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and tacking corrective actions, if deemed necessary. The effective provisioning and utilization of personnel by means of effective resources utilization and the application of fair labour practices in order to achieve organisation goals. Represent the Department in the following committees as follows Internal Audit and Risk Committee , Cluster Audit Risk Committee , Standing committee on Public Accounts , Provincial Audit and Risk Committees and other committees .The incumbent must be able to communicate with the Auditor –General and be able to produce turnaround strategies on audit findings . Also be able to report and work with the Office of the Premier on all types of investigations. Ensure implementation of affirmative action strategies, Set budget levels, major budget planning and analysing financial data.
- ENQUIRIES** :
- Mrs N.V.Hlongwane Tel No: 033 8465533

OTHER POSTS

- POST 04/227** :
- DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION REF NO: DOE/02/2022**
 Directorate: Examination Administration
 Please note that the following posts are being re-advertised as such candidates that applied

- SALARY** :
- R744 255 per annum (Level 11), (all-inclusive package to be structured in line with rules for MMS).

- CENTRE** :
- Pietermaritzburg, Head Office
- REQUIREMENTS** :
- An appropriate Bachelor's Degree or Diploma Information Technology (IT), Information Systems or equivalent qualification coupled with eight years relevant experience of which 3-5 years must be in a middle management experience in business application or systems analysis. Experience in the management of the Integrated Examination Computer Systems (IECS). Understanding of polices to conduct National Examinations and Umalusi directives. Knowledge of Certification in the South African context. Knowledge of the financial management, risk management and project management. Computer literacy, valid driver's license. Competencies: Knowledge of Constitution of South Africa, Public Service Acts and Regulations. South African Schools Act, Regulations on the conduct of examinations, Umalusi Guidelines, PFMA, Human Resource Matters, Training and Development, Planning and organising, Departmental Strategic objectives, Team building, Conflict resolution, Research, Financial and Management Reporting. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. The capability to deal with classified information.

- DUTIES** :
- Manage the development and maintenance of the integrated Examination System (IECS). Manage the registration candidates. Manage capturing of marks. Interact with the State Information Technology Agency (SITA) & Umalusi and other Examination Bodies, Provinces, IEB, SACCAI and IGC. Manage user access on the (IECS). Manage training and mentoring of staff on (IECS). Manage Finances and Logistical Resources within the unit. Manage Human Resources.

- ENQUIRIES** : Mrs N.V.Hlongwane Tel No: 033 8465533
- POST 04/228** : **EDUCATION PSYCHOLOGIST GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: OBE/03/2022**
 Branch: Institutional Development Support
 Chief Directorate: Rural and Inclusive Education
 Directorate: Inclusive Education
- SALARY CENTRE REQUIREMENTS** : R724 062 per annum
 : Harry Gwala District
 : An appropriate Master's degree in Educational Psychology. Registration with the Health Professionals Council of South Africa (HPCSA) as a Psychologist in the relevant registration category. Three years' experience is required after registration with Health Professionals Council of South Africa in respect of RSA qualified psychologists who performed Community Service, as required in South Africa. (One (1) year relevant experience after registration with the Health Professionals Council of South Africa in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and special care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ special care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and special care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.
- ENQUIRIES NOTE** : Mrs N.V.Hlongwane Tel No: 033 8465533
 : The incumbent will function as part of a Transversal Team with the specific responsibility of providing transversal outreach services to special care centers and special schools that include learners with severe to profound intellectual disability (LSPID).
- POST 04/229** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE/04/2022**
 Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R480 927 – R774 660 per annum
 : Pietermaritzburg, Head Office
 : The Applicant must be in possession of an LLB or a recognized Law Degree coupled with eight years appropriate post qualification experience. Admission as an Attorney /Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage. Competencies: The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil

procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies/ legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms World, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

DUTIES : The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State ,Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, providing general legal support to the Department to ensure that the goals of the Department are achieved.

ENQUIRIES : Mrs N.V.Hlongwane Tel No: 033 8465533

DEPARTMENT OF HEALTH

OTHER POST

POST 04/230 : **MEDICAL SPECIALIST REF NO: MEDSPECORTHO/ 1/2022 (X1 POST)**
Department: Orthopaedics

SALARY : Grade 1: R532.00 per hour
Grade 2: R608.00 per hour
Grade 3: R706.00 per hour
Hourly Rate per Session/ (notch per annum)
No of Sessions per week: Incumbent 1-8 hours and Incumbent 2-16 hours, (Each Session is equivalent to 1 hour)
Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. Candidates must also have experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Experience: **Grade 1-** The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality (Orthopaedics). 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 as Medical Specialist – Orthopaedics. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. **Grade 3:** requires Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa. Recommendation: Experience with pelvic surgery (fracture management) is an advantage. Experience in a dedicated arthroplasty unit is an advantage (total hip and knee arthroplasty unit). Purpose of Post: This post is primarily designed to provide orthopaedic services under the direction of the head of department – both within IALCH, and the Metropolitan hospitals as required (outreach).

DUTIES

: The individual will provide expert knowledge in the specialty of Orthopaedic Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. He is expected to engage in research and perform administrative functions as directed by the Head of Department. He will also participate in orthopaedic outreach programs within the framework of the Department of Health. There are no associated after hour duties. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct Out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of Orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in the field of Orthopaedics.

ENQUIRIES
APPLICATIONS

: Dr. PV Ryan Tel No: 031 240 2160
: 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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply 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 It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered 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

: 18 February 2022