

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

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

OTHER POSTS

<u>POST 14/125</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GR 1&2- ANAESTHESIOLOGY REF NO: GS 5/22</u> Component: Anaesthetic Department
<u>SALARY</u>	:	Grade 1: R1 754 739 per annum 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.
<u>CENTRE REQUIREMENTS</u>	:	PMB Metropolitan Hospital Complex Senior Certificate or equivalent MBCHB or equivalent qualification Plus FCA(SA) or MMed in Anaesthesia Registration with HPCSA as a "Specialist Anaesthesiologist" Plus 5 years' experience after registration with HPCSA as a Medical Specialist in a normal specialty or a recognized sub-specialty The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male Recommendation: Experience in managing clinical services in a > 350 bed hospital Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg Proven track record in providing postgraduate teaching Other proven managerial experience Experience in a tertiary environment Track record of academic publications Knowledge, Skills and experience Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics Good communication, leadership, decision-making and clinical skills Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	Manage the Anaesthetic department of a busy tertiary hospital Participate in the clinical anaesthetic service of a regional/tertiary hospital by: -Providing consultant cover in theatre daily, the ICU and High Care wards Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic Undertaking development of sub-specialty services at Grey's Hospital Peri-operative Analgesic Service Support trauma and resuscitative units 24 Hour Epidural Analgesic service in Labour Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical Participate in outreach programmes for the development of safe anaesthetic services in Grey's Hospital catchment area Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one's own responsibility and accountability for actions taken on one's behalf Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU Maintain self-development and staff development by CPD and CME activities Co-ordinate participation in Quality Improvement measures by staff Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Metropolitan Head of Department, in

ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES
APPLICATIONS

: Dr Z Farina Tel No: 033 – 897 3412
: 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: Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective Applicants Must Please Use the New Z83 Which Is Effective as at 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. 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 5/22. 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).NB: This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area.

CLOSING DATE

: 10 May 2022

POST 14/126

: **MEDICAL SPECIALIST: ANAESTHESIOLOGY (GRADE 1, 2 AND 3) REF NO: GS 4/22**
Component: Anaesthetic Department

SALARY

: Grade: R1 122 630 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. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 2: R1 283 592 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. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 3: R1 489 665 per annum 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. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)

CENTRE
REQUIREMENTS

: Pietermaritzburg
: **Grade 1:** Experience: Not applicable; **Registration** with the HPCSA as a Medical Specialist in Anaesthetics **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Senior Certificate (Matric) OR Equivalent MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Current or pending registration with HPCSA as a "Specialist anaesthesiologist" Appointment is only possible after full registration with the HPCSA as a specialist Knowledge, Skills and experience Sound clinical knowledge within the department of Anaesthesiology. Good

		communication and human relations Sound knowledge of clinical procedures and protocols within the discipline Assessment and management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.
<u>ENQUIRIES</u>	:	Dr Z Farina Tel No: 033 – 897 3412
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective Applicants Must Please Use the New Z83 Which Is Effective as at 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. 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 4/22. 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). The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male NB This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. Appointment to a Specialist Grade 1 can only be made once registration is received. The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey's Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post.
<u>CLOSING DATE</u>	:	10 May 2022
<u>POST 14/127</u>	:	<u>MEDICAL SPECIALIST OTORHINOLARYNGOLOGY REF NO: MEDSPECENT/1/2022 (X1 POST)</u> Department: Otorhinolaryngology
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, (all-inclusive salary package) excluding commuted overtime.

- Grade 2:** R1 283 592 per annum, (all-inclusive salary package) excluding commuted overtime.
- Grade 3:** R1 489 665 per annum, (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
- : **Grade 1:** No experience. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. Knowledge, Training, Skills & Competencies' required: Sound knowledge and experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management Skills. Good administrative, leadership, decision making and communication skills.
- DUTIES** : Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospital. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide afterhours care in accordance with the commuted overtime contract. Training and supervision of registrars in otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. The successful candidate will be expected to perform duties as needed in any of the Durban Functional region ENT Department, as delegated by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr. A Sibiyi/Dr W Kuhn Tel No: 031 240 1754
- : 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** : 13 May 2022
- POST 14/128** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: RKK/PHARM/ 01/2022 (X1 POST)**
- SALARY** : R1 042 092 per annum, (all-inclusive salary package consists of 70% basic salary and 3% flexible portion that can be structured in terms of applicable rules)
- CENTRE** : R. K Khan Hospital, Chatsworth

- REQUIREMENTS** : Bachelor Degree in Pharmacy. Current registration with SAPC plus. Nine (9) years' experience after registration with SAPC as a Pharmacist. A minimum of three (3) years managerial experience in a Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmacy Supervisor). Proof of experience signed and stamped by Human Resources Department must be attached. Valid cope EB driver's licenses. Computer Literacy: MS Office software applications. Extensive knowledge of all the relevant regulations, act policies and legislation that govern KZN Department of Health. Sound project management. Sound knowledge of the District health system and setting. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Knowledge of medicinal supply and dispensing chain management is essential. Ability to priorities issues and other work related matters. An understanding of the challenges facing the public health sector. Effective planning, organizational, managerial and interpersonal skills.
- DUTIES** : To manage the Pharmacy Department at RK Khan Hospital and associated clinics. Formulate policies and procedures of Pharmaceutical services and ensure that they are in accordance with current statutory regulations and guidelines. To provide leadership, management and support all Clinical Heads, Clinical Managers, Allied health professions and all staff under his/her supervision. To conduct service assessment and implement quality improvement programmes. To liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. To ensure rational use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and department. To ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Work as part of multi-disciplinary team and lead the Pharmacy and Therapeutic committee and participate in HAST committee. Compile monthly financial and other reports as required by the Chief Executive Officer.
- ENQUIRIES** : DR. D. Behadar Tel No: 031 459 6005/6001
- APPLICATIONS** : Human Resource Department, R K Khan Hospital, Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital, Human Resource Department, Ground floor, Recruitment Officer, Room no. 35
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form new Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za please attached copies of ID, Matric, highest educational qualifications and HPCSA registration. Such copies need not be certified (certified documents will be limited to shortlisted candidates). Current registration with HPCSA 2022. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. **NB:** Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtaining from South African Qualifications Authority (SAQA). Due to financial constraints no S & T or relocation costs will be paid for attending interviews. **NB:** Relocation is at your own cost. Due to financial constraints- No S&T Claims or relocation cost to be paid to the candidates attending the interview.
- CLOSING DATE** : 13 May 2022 16:00 afternoon

- POST 14/129** : **CLINICAL PROGRAMME CO-ORDINATOR (PMTCT) REF NO: ILE/03/2022 (X1 POST)**
 Component: HIV, AID, STI, ARV& VCT
 This is a re-advertisement. Those applicants who applied previously may please re-apply.
- SALARY** : R450 939 per annum. Benefits 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions
- CENTRE REQUIREMENTS** : Ilembe Health District Office
 Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing & Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). Recommendations_Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.
- DUTIES** : Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/Facilities .Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district and sub- district perinatal review meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all the facilities. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit. Provide mentorship and coaching to Nurses Advocate for PMTCT and Nutrition issues in all health platforms. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Network with other provincial departments and NGO's to provide support to the PMTCT programme
- ENQUIRIES APPLICATIONS** : Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
 Should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450
 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and highest educational qualification/s copies of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2022 NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful

candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE : 13 May 2022

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: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to dot.recruitment@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. P 01/2020) (Please attach only ONE PDF file of all the required documents). Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 10 May 2022 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (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), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and 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 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. Prior to

appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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 advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 14/130 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES (REF NO: P 01/2022)**

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum, (all Inclusive, flexible remuneration package)
: Durban Region

: An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and negotiation skills. The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

DUTIES : Construct and maintain blacktop, gravel roads and structures. Manage the provision of mechanical support services. Manage the provision of civil

engineering services. Manage the provision of transport regulations in the Region. Manage the provision of transport operations. Provide infrastructure reporting. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr JS Mbhele Tel No: 033 – 355 8808
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

POST 14/131

: **CHIEF FINANCIAL OFFICER REF NO: P 04/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R1 269 951 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Accounting or Financial Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in Financial Management; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Republic of South African Constitution. Knowledge of the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of the Labour Relations Act. Knowledge of the Employee Performance Management and Development System. Knowledge of Supply Chain Management Practices and Procedures. Knowledge of Construction Industry Development Board. Knowledge of Broad Based Black Economic Empowerment Act. Knowledge of Instruction Notes. Knowledge of Preferential Procurement Policy Framework Act. Knowledge of Government Immovable Asset Management Act (GIAMA). Strategic Capability and Leadership skills. People Management and Empowerment skills. Programme and Project Management skills. Financial Management skills. Change Management skills. Knowledge Management skills. Service Delivery Innovation skills. Problem Solving and Analysis skills. Client Orientation and Customer Focus skills. Communication, Presentation and Facilitation skills. Computer literacy. Driving skills. The ideal candidate should be innovative, time-frame driven and value diversity. He / she should also have integrity, be reliable and have the ability to work under pressure.

DUTIES

: Ensure provisioning of financial and management accounting services. Develop internal controls and governance services. Manage stores and assets in order to ensure safeguarding of departmental assets and consumables. Ensure the provision of supply chain management services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr JS Mbhele Tel No: 033 – 355 8808
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

POST 14/132

: **DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: P 02/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Civil Engineering (NQF Level 6 or higher); plus; A minimum of 3 years junior management experience in the enterprise development/ poverty alleviation/ BBB-EE/ infrastructure Programme environment; plus, A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Knowledge of various administrative policies and procedures. Understanding of SETA requirements and Skills Development Act. Knowledge in the interpretation and compilation of management reports. Project management knowledge and skills. Specialised understanding on policy research, analysis, objective and development processes and financial management. Broad and in-depth expert knowledge of Training Methodologies. Knowledge of Labour Relations Act and Public Service reporting procedures and work environment. Knowledge of computer-based information systems e.g. Ms Excel, Ms Word, PowerPoint, Ms Access. Knowledge on how to operate a variety of electronic equipment e.g. multimedia projector. Knowledge of planning and organizing including specialized

knowledge in the field of rural development engineering and emerging contractors. Skills in the interpretation and application of policy. Research, policy formulation and managerial skills. Ability to develop capacity building material. Problem solving, analytical and innovative thinking skills. Strategic planning and co-ordination skills. Team building skills. Excellent communications skills (verbal, written and networking). Presentation and facilitation skills. Motivation skills. Negotiation skills. The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas and also an innovative thinker.

DUTIES : Oversee, manage and develop efficient training programmes linked to SETA for contractor development. Research, develop and formulate policies with regard to training. Determine the most effective work procedures and methods to achieve organizational goals. Exercise control over all functions and development of personnel under his/her supervision in order to determine if organizational goals are achieved and take corrective action if deemed necessary. Manage and provide strategic direction for the Sub-Directorate. Compile and control budget for the Capacity Building Sub Directorate and manage personnel activities within budgetary constraints.

ENQUIRIES FOR ATTENTION NOTE : Ms VL Mdletshe Tel No: 033 – 355 8707/06
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position. Preference, however, will be given to people with disabilities for this post.

POST 14/133 : **DEPUTY DIRECTOR: TECHNICAL INTERVENTIONS REF NO: P 03/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Commerce (B Com) / Public Management (NQF level 6 or higher); plus A minimum of 3 years junior management experience in the field of Empowerment and Transformation; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of various administrative policies and procedures. Understanding of B-BBEE and transformation policies and strategies e.g. Contractor Development, Operation Vula, Igula Programme. Knowledge of computer-based information systems e.g. (software packages MS Excel, MS Word, PowerPoint, MS Access, MS Project etc.). Knowledge of Procurement legislation and policies. Knowledge on how to operate a variety of electronic equipment e.g. multimedia projector. Knowledge on the interpretation and compilation of management reports. Knowledge of project management. The ideal candidate should be approachable, team-work oriented and an innovative thinker. He/she should be receptive to suggestions and ideas.

DUTIES : Identify opportunities to advance participation of vulnerable groups. Lead the execution of all B-BBEE transformation interventions across the Department. Monitor transformation and B-BBEE legislative changes and update accordingly. Support development and implementation B-BBEE transformation plans and initiatives. Build strategic relationships with stakeholders to advance empowerment. Liaise with Supply Chain to identify commodities to be targeted for B-BBEE Suppliers. Manage the development of Broad Based Black Economic Empowerment strategies. Participate and drive discussions with internal and external stakeholders about progress in implementing the Transformation plan. Produce high-quality status reports on transformation and empowerment of suppliers in a timely manner. Support in tracking budget spending against targets.

ENQUIRIES FOR ATTENTION NOTE : Ms VL Mdletshe Tel No: 033 – 355 8707/06
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.