

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

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

- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Towe.
- FOR ATTENTION** : Mr. A Memela
- CLOSING DATE** : 31 May 2022
- 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, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

MANAGEMENT ECHELON

- POST 17/210** : **CHIEF EXECUTIVE OFFICER: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL REF NO: G19/2022**
- SALARY CENTRE REQUIREMENTS** : R1 544 415 per annum (Level 15)
: Inkosi Albert Luthuli Central Hospital
: MBCHB/BCHD qualification and registration with the relevant professional body/ OR Other Health Professional qualification/ Nursing Profession and registration with the relevant professional body; a post graduate qualification in Public Health and /or Management and a minimum of 10 years Management experience in the Health sector at least at senior Management level. Recommendations: Strong behavioural attributes with the ability and stature to manage KPAs of highly qualified health specialist, Demonstrate an excellent knowledge of the public health sector. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies:-Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies:-Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to

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

ENQUIRIES
NOTE

- : Mr T Moji Tel No: 033 395 2816
- : All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

- : Address: Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

- : 27 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 17/211** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: P 05/2022**
 Re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 073 187 per annum, (all Inclusive remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Commerce / Management / Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.
- DUTIES** : Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Department and SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.
- ENQUIRIES** : Mr JS Mbhele Tel No: 033 – 355 8008
FOR ATTENTION : Mr C McDougall

NOTE

: It is the intention of this Department to consider equity targets when filling this position.